

Title: Creative Services/Marketing Intern  
Dept: Marketing  
Date: TBD  
Employee: Full-time for one year  
Supervisor: Kimberly Thatcher



**Role:**

- **Supportive:** The number one responsibility is to provide a support to the vision and goals of Builders International.
- **Ministerial:** The role is defined in context of ministry. Many tasks and attitudes are required; sensitivity, passion, servitude, understanding, hard work, commitment and unconditional love. The Marketing Intern is to catch the ministry's vision and carry it out as best as possible.
- **Professional:** This is a full-time ministry position. It should be treated with respect and in a professional manner, in dress, personal hygiene and attitude. Expectations are to maintain a clean, organized work space, be present and timely during all internship work hours, and complete assigned projects within giving timelines.

**Reporting:**

- Supervisor (Kimberly Thatcher) first, then Director of Builders International/MAPS

**Responsibilities: To Assist the Marketing Department with:**

- Design components for various promotional pieces
- Design and prepare promotional pieces for web and print
- Work with Marketing/Creative Service Department volunteers
- Participate in marketing and promotional event workgroups
- Participate in marketing campaign planning workgroups
- Coordinating social media communication
- Writing/editing
- Research and story development

**Communication:**

- Open and friendly communication between the leadership and the staff must be maintained.
- Out of office plans, personal or ministerial, should be openly shared with immediate supervisor in ample time to avoid conflicts with projects and events.

**Budget:**

- Monthly: \$900
- Cash to raise: \$1000  
\*this is an estimate for both the cash and monthly, each internship budget will be adjusted according to location and length of internship.

Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Marketing Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Marketing Intern Signature \_\_\_\_\_

Date \_\_\_\_\_

Building for *LIFE*.