Intern Job Description: Marketing and Communications Intern

Christ Church Cranbrook (CCC) is a large dynamic, thriving, inclusive and welcoming parish in the Episcopal Diocese of Michigan that creates safe space for diverse views, and promotes positive social change through its many ministries and partnerships in Detroit and Pontiac.

The Cranbrook Project is an up and coming 501(c)3 pending organization under Christ Church Cranbrook that aims to close the distance between our cities, suburbs, and the many religious, artistic, and educational communities in metropolitan Detroit through art, music and education.

Description: Christ Church Cranbrook and The Cranbrook Project seek a dynamic and creative self-starter to assist in various marketing and communications efforts. This internship is an excellent opportunity to gain diverse experience (with the potential to make some lasting connections within the metro-Detroit area and beyond), and build your portfolio with a variety of print, digital, graphic and video pieces. Dependent on the intern’s performance, this position has potential to become a part-time position following completion.

Responsibilities:

- Assist in laying out the weekly print and digital newsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Designing flyers, graphics, evites and other marketing material for major events hosted by CCC
- Collaborate with staff on new ideas, directions, and venues for marketing and communications efforts
- Collaborate with Communications team on social media efforts and storytelling opportunities
- Assist with in-house print and video production needs, and with any studio production efforts
- Assist with major events hosted by CCC in communications and producer capacities
- Assist in updating the CCC website when needed
- Potential for an internship long project for intern to own, dependent on capabilities, existing skills, and intern’s intended career path

Qualifications:

- Currently working toward a college degree, preferably in English, Marketing, Communications, Advertising, Graphic Design, Video Production or Public Relations
- Knowledge of Adobe Creative Cloud applications, with a strong emphasis on InDesign, Photoshop and Lightroom
- Firm grasp of available tools and platforms in the social media space
- Knowledge of HTML, Premiere Pro, and/or graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- An enthusiasm to help towards creating positive social change within the congregation we serve and out in the greater community
Additional Details

Start Date: Position open until filled during all semesters; requires a 3 – 6 month commitment.

Hours: Approx. 8 – 12 hours/week, preferably twice a week in the office. This position may require occasional evening and/or weekend hours as needed to accommodate special events.

Compensation: This Internship is an unpaid position where candidates must be enrolled in a degree program at the time of the internship in order to receive applicable course credit.

To Apply: Please send cover letter and resume to Sarah Buckley, Director of Publications: sbuckley@christchurchcranbrook.org. Position is dependent on satisfactory completion of a background check.

Christ Church Cranbrook is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, religious affiliation, ethnic background, disability or any other characteristic protected by law.