



Job Description

Position Title: Marketing Intern

Purpose of Position

The Marketing Intern will assist with various marketing and communication projects designed to deepen relationships with all Des Moines Christian School constituent groups.

Position Status:

- Seasonal for Summer 2022, 30-35 hours per week
- Non-exempt

Reports To: Director of Marketing and Communications

Direct Reports: None

Qualifications:

- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible-believing church and committed to growth in a personal relationship with Jesus Christ.
- Working knowledge of Google Suite and social media.
- Experience with Adobe Suite preferred.

Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Characterized by integrity and maintains confidentiality.
- High attention to detail and accuracy.
- Utilizes critical thinking and strategic problem-solving skills.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Manifests effective verbal and written communication skills.
- Demonstrated ability to manage multiple projects and/or priorities.
- Willing to work a flexible schedule as needed to assist with events.
- Committed to excellent customer service.

Responsibilities:

- Assists with various marketing projects that will contribute to updating and refreshing our communication tools.
- Digitizes historical records.
- Creates content for social media posts.
- Connects with DMC alumni to gather testimonials and current demographic information.
- Supports the marketing and communication of school events.
- All other duties as assigned.