

## Communications Summer Intern

Status: Summer Internship (8 weeks at 30 hours a week starting June 1st)

Working Days: Varies

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## About The Meeting House

The Meeting House is a church for people who aren't into church. Our mission is to grow loving communities of Jesus-followers who live and share His irreligious message. We are one church that meets in many locations. On Sunday mornings we meet at 18 different locations across Ontario, and during the week at over 180 home churches. Check out our website for more details: [www.themeetinghouse.com](http://www.themeetinghouse.com)

## Role

The Communications Intern will work with the full-time Communications staff team to help shape, plan for, and implement great communications materials, with an emphasis on graphic design. This individual will meet on a regular basis with the Communications staff team for team building, growth, and leadership development discussion throughout the course of their internship. The goal of this internship is to provide practical, hands-on Communications experience.

## Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Excellent organizational and relational skills
- Attention to detail, excitement about adhering to guidelines is a must.
- Enrolled in a Communications or graphic design diploma or degree program
- Experience in graphic design and/or social media and working knowledge of Adobe Suite
- Ability to learn new programs quickly
- *Based on Canada Summer Jobs criteria, the Communication Intern must be an active student between ages 18-30, and priority will be given to students who are of visible minority, member of the Indigenous community and/or have a disability*

## Responsibilities

- Support the communications team with graphic design requests
- Support Communications Project Coordinator and Administrator and Social Media Coordinator
- Participate in Communications team meetings
- Other tasks related to the scope of the role

## Relationships

Reports to: Brand & Strategy Manager

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*The Meeting House is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*