



## Communications Intern

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**Job Title:** Communications Intern

**Status:** Temporary, 6 to 10 weeks, 40 hours per week

**Department:** Office of the President

**Reports To:** Communications Manager

**Prepared Date:** 2/7/25

### Summary:

Participates in the religious Mission and Ministry of Tenacre by supporting the internal and external communications support for Tenacre. Every day is different and, as an intern, you bring your own inspired spiritual sense to the day's work. Areas of service may include any of the following:

- Creating, editing and gathering information for community newsletter
- Preparing content and scheduling of social media posts
- Proofreading and editing internal communications for management
- Designing creative layout for annual Tenacre calendar
- Working cross-departmentally to understand Tenacre's Mission and Ministry
- Performing administrative-type tasks

### Requirements:

- Student of Christian Science
- Technical skills in Microsoft office suite, Canva, Facebook, etc.
- High attention to detail, including keen proofreading skills
- Self-starter with the ability to take initiative and work independently
- Project management skills
- Creative ability and versatility to make communications approachable to a variety of audiences
- Excellent verbal and written communication skills that build rapport and engagement