



**Lutheran Metropolitan Ministry**

**JOB DESCRIPTION**

Program:	Development & Communications
Position:	Intern
Reports to:	Communications Manager

**Position Summary**

Lutheran Metropolitan Ministry (LMM) seeks a Communications Intern to collaborate with a dynamic team of professionals. The internship will occur during Fall Semester, for academic credit only. To apply for the internship, please email your cover letter and resume to [mail@lutheranmetro.org](mailto:mail@lutheranmetro.org), with the subject line “Fall Communications Internship.” The deadline to submit is August 1, 2024.

The **Communications Intern** will assist with the coordination and execution of strategic external communication initiatives within LMM. LMM is an established and innovative nonprofit focusing on Workforce Development, Housing & Shelter, Youth Resilience and Adult Guardianship. Founded in 1969, the mission of LMM is to challenge systemic injustice with those who are oppressed, hurting, and forgotten by providing responsive solutions, advocacy, and hope.

**Essential Job Responsibilities**

- Assist with developing strategic media campaigns and themed content that reflects LMM’s program areas.
- Strategize and execute ways to grow the following and subscribership for LMM newsletters and media content platforms.
- Conduct online research for LMM communications projects and materials.
- Create/write content for LMM e-news, blogs, newsletters, social media campaigns, website, and promotional materials, including the creation of graphics/infographics for LMM social media.
- Collaborate with LMM Office of Advocacy to stay informed on issue areas and policies impacting LMM program participants. Research and track issues/policies and develop content for digital media platforms about them.
- Adhere to agency’s Brand & Communication Standards.

**Required Knowledge, Skills, and Abilities**

- High school diploma or GED.
- Currently pursuing an associate degree or bachelor’s degree in communications or a related field.
- Experience with social media content and website development. WordPress/Elementor knowledge a plus.
- Familiarity with Canva/Photoshop, photography, and/or videography a plus

- Familiarity of issue areas that impact LMM program participants (reentry, affordable housing, racial inequity, aging, youth homelessness, etc.)
- At least one academic year of experience in writing for communications, marketing, or public relations.
- Strong computer knowledge including Microsoft Office (Word, Excel, Power Point, and Outlook).
- Strong attention to detail with excellent editing/proofreading experience, organizational skills, and time management abilities.