



POSITION DESCRIPTION

Title: Media Team Intern

Primary Purpose

The primary purpose of the Media Team is to maintain the website, create promotional items, create videos, design newsletters, take pictures, help create and run social media, and advertise for St. Mary's Catholic Campus Ministry.

Media interns may apply for one or more of the roles listed below. Ordinarily, three Media Interns make up the Media Team:

Photographer

- The Photographer takes quality pictures or ensures quality pictures are taken at St. Mary's events.
- The expectations of the Photographer are:
 - a. Attendance at ministry events (or coordinate with another photographer to take your place if you cannot be in attendance).
 - b. Upload selects to Google Photos on the media email account.

Videographer

- The Videographer creates quality videos according to the needs of the ministry.
- The expectations of the Videographer are:
 - a. Plan, coordinate, and execute the creation of 1-2 videos per semester including all stages of production, post-production and distribution.

Bulletin

- The Bulletin editor is responsible for the accuracy and timeliness of the weekly bulletin.
- The expectations of the Bulletin are:
 - a. Ensure the Bulletin is uploaded on time with relevant and accurate information.
 - b. Keep the content and delivery of the bulletin fresh, relevant and visually appealing.

Webmaster

- The Webmaster manages the St. Mary's website.
- The expectations of the Webmaster are:
 - a. Update design of website as needed
 - b. Coordinate with staff and leadership to make sure information is current and accurate
 - c. Upload videos and any other applicable content
 - d. Track website statistics (ex. usage)
 - e. Anything else to ensure the website is up-to-date, user friendly, functioning, and relevant

Social Media

- The Social Media Intern creates content for and manages all St. Mary's SM accounts.
- The expectations of the Social Media Intern are:
 - a. Create a social media content calendar for ministry events and activities.
 - b. Manage the social media accounts.
 - c. Execute the social media plan.



St. Mary's Catholic Campus Ministry

at Stephen F. Austin State University



Flocknote

- Flocknote is the text and email tool for communicating with SM.
 - a. Maintain the database and update each semester.
 - b. Send out timely reminders about events via group texts.
 - c. As students graduate, migrate them over to Mailchimp with the Development intern.

General

1. Attend monthly leadership team meetings.
2. Attend Upper Room events
3. Attend a weekly Media Meeting

Qualifications for Media Intern

- Strong Catholic Faith
- Proficiency with the medium for which the candidate is applying
- Creativity in advertising and marketing events to new and existing students

Primary Relationships

The Media Intern will report directly to the Media Team Director, and is ultimately responsible to the Business Manager. He/She will be expected to consult often and collaborate with staff, FOCUS Missionaries, interns, leaders, and others associated with St. Mary's.