



PAID INTERNSHIP ANNOUNCEMENT FOR SPRING 2024 Communications and Event Planning Intern

Employer: Tennessee-Western Kentucky Conference of The United Methodist Church

Part-time/temporary/paid

Spring 2024 opportunity to be a part of the Communications and Annual Conference planning teams in a hybrid working environment, with some hours spent in person at the Nashville office located at 304 S. Perimeter Park Drive, 37211 near the Harding Place exit off I-24, south of Nashville.

This internship will provide many hands-on opportunities including:

- Developing content for electronic and print publications, webpages, and social media posts.
 - Assisting with the creation of webpages, event app, and evaluation tools for the annual conference.
 - Providing support to the annual conference design team in determining space, food, and hotel needs as well as assisting with registration, workshops, and conference publications.
 - Assisting with video script writing, filming, and post-production processes.
 - Participating in strategic communications planning for important conference events, issues, and concerns.
 - Assisting with media relations prep and response.
 - Drafting weekly email newsletters – pulling together links to articles, events, etc.
 - Attending meetings locally and online with conference leadership and with professional communicators.
 - Other communications and event planning duties as assigned.
- Part-time (15-20 flexible hours per week) Monday – Friday hours spent online and in-person.
No benefits are provided for this position due to its temporary/seasonal nature.
- Candidate must be sympathetic to the Christian faith and purpose of the United Methodist Church. Past or current participation in a congregation of a Christian church is preferred but not required.
- Prefer candidates with journalism, videography, or public relations background who are currently enrolled juniors, seniors, or Master's students, or those who have completed a degree within the past year.

HOW TO APPLY:

Please submit a resume and cover letter to Amy.Hurd@twkumc.org by **January 15, 2024**. Brief writing samples and/or video clips will be requested when interviews are scheduled. When applying, please let us know your experience level with the following:

- Experience with PR writing. Newswriting training.
- WordPress, Mailchimp, Hootsuite, Survey Monkey or similar platforms.
- Photography & Videography/editing. Podcast recording/editing.
- Event/meeting planning.