



COMMUNICATIONS/ANNUAL CONFERENCE INTERNSHIP

Part-time, Temporary Position

Employer: Tennessee-Western Kentucky Conference of The United Methodist Church
Part-time/temporary/paid

Spring 2026 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. Includes in person responsibilities during the annual conference event in Murfreesboro, TN on June 7-10, 2026.

This position will provide many hands-on opportunities that can be tailored to the skills of the candidate. The communications and annual conference planning teams will need assistance that includes:

- Providing support to the annual conference design team in determining space, food, and hotel needs.
 - Helping with load-in/load-out of supplies for registration, workshops, and catered meals.
 - Assisting with the creation of webpages, event app, slides, event publications, and evaluation tools for the annual conference.
 - Participating in strategic communications planning for conference events, issues, and concerns.
 - Developing content for electronic and print publications, webpages, and social media posts.
 - Attending meetings locally and online with conference leadership.
 - 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 an interest, experience, or education in communications or hospitality.
- Must be able to carry boxes filled with business supplies, catered food deliveries, etc.

HOW TO APPLY:

Please submit a resume and cover letter to Amy.Hurd@twkumc.org by November 15. When applying, please let us know your experience level with the following:

- Experience with writing for external audiences.
- Google Workspace, WordPress, Canva, Adobe, research tools, and social media platforms.
- Event/meeting planning and/or assistance.

Tennessee-Western Kentucky Conference of The United Methodist Church
1908 Grand Avenue | Nashville, TN 37212
www.twkumc.org | @TWKUMC