

POSITION TITLE: Intern, Social Media

INTERN NAME:

DATE:

DIRECT REPORT:

SENIOR DIRECTOR:

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<ul style="list-style-type: none"> - Attend All-Staff Meetings - Attend Social Media Meetings 	<ul style="list-style-type: none"> - Develop weekly schedule 	
<ul style="list-style-type: none"> - Assist with vision, strategy and ensure excellent execution used to introduce people to Jesus and the life-changing adventure with him and take next steps through digital efforts. This includes (but is not limited to) promoting: weekend experience, Camps, HUB Events, etc. 	<ul style="list-style-type: none"> - Weekend campuses touring with Director of Social Media - Storytelling/interviewing and customer service methods/tools demonstrated and discussed (in person and online - photography, video, writing, networking, etc.) - Get familiar with assets, platforms, log-ins, Teamwork calendar - Get introduced to social media/photography DreamTeam 	
<ul style="list-style-type: none"> - Participate in social media/promotions meetings and help lead when applicable. 	<ul style="list-style-type: none"> - Provide updates on social media tasks - Step into leading social media/DreamTeam meetings when Director is not present 	
<ul style="list-style-type: none"> - Lead CedarCreek social media planning to ensure all content is relevant, effective, evaluated and delivered on time. 	<ul style="list-style-type: none"> - Planning, developing, executing social media posts including Facebook, Instagram, YouTube, Twitter, TikTok and Google Reviews - Weekly On Demand service and life-change stories/service elements are prepared and uploaded to appropriate channels - Read and watch content produced by our teams and selecting which parts are a fit for strategy 	

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<ul style="list-style-type: none"> - Maintain CedarCreek Social Media assets to support in equipping our teams. 	<ul style="list-style-type: none"> - Dropbox folders are maintained and organized each week - Planning, developing, executing the send out of equipping guides for staff and DreamTeam to use as invited for service and events 	
<ul style="list-style-type: none"> - Maintain Social Media requests and participate in strategy conversation. 	<ul style="list-style-type: none"> - Use platform tools to review social media metrics associated with engagement and next steps to measure strategy successes and create reports 	
<ul style="list-style-type: none"> - Provide support for Ministry projects and events (including Camps). 	<ul style="list-style-type: none"> - Attend and capture content at meetings, events, services, as requested, and delegate tasks to/collaborate with DreamTream 	