



## Cottonwood Creek Leadership Development Center Job Description

<b>Job Title:</b>	<b>Graphic Design/ Communications Intern</b>
<b>Division/Department:</b>	<b>CCLDC/Part Time Position</b>
<b>Reports To:</b>	<b>Communications Director</b>

**Job Summary:** Assist the Communications Director in creation and distributing information to our church body and community.

**Essential Functions:**

- Design inserts, brochures, logos, posters
- Print and cut all inserts
- Assist the Communications Director with special projects
- Learn the Communications dept and understand the role of communication in the church
- Other projects and responsibilities may be added by the Communications Director

**Job Requirements and Personal Qualifications:**

**Education:** High School, Some College preferred

**Job Skills:** Knowledge of Adobe Photoshop, Illustrator, InDesign, Microsoft Word, PowerPoint, HTML. Effective communication skills; Good organizational skills; Must be dependable, discreet, friendly and professional; Must have a desire to help and serve others. Must be dedicated, flexible, able to multi-task, and take direction well.

**Personal Qualifications:** Have a personal relationship with Jesus Christ with consistent evidence of fruit in their personal life; Motivated to serve God in a ministry; Ability to consistently use good judgment.

**Other Information:**

Year round internship with a 3 month probation period, 23 hrs per week