



# VillageChapel

## Communications Summer Internship Position Description

### Reporting Relationships:

- **Primary:** Communications Manager

**Pay Status:** Hourly

**Employment Status:** Summer Internship

**Average Work Schedule:** Up to 29 hours/week

<b><u>One Sentence Job Description</u></b>	Advance Village Chapel's mission to reach out and raise up disciples for Jesus by creating photo, video, graphic, and digital media content that effectively communicates ministry initiatives, events, and church life across multiple platforms.
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Village Chapel is seeking a creative Summer Intern to assist our Communications Team with visual storytelling and digital content creation. This internship provides hands-on experience in church communications while helping communicate the mission and ministry of Village Chapel through photography, videography, graphic design, and digital media.

### Position Details

- 6- to 8-week Summer Internship
- Up to 29 hours per week
- High school students, college students, and recent graduates are encouraged to apply
- Reports directly to the Communications Manager

### Responsibilities

- Capture and edit photography and video content for church ministries and events
- Create motion graphics and still graphics for environmental projection and worship services
- Assist with graphic design projects for print and digital communication
- Help create content for social media platforms, including short-form video
- Assist with additional communications projects as assigned

### Qualifications

- At least 16 years of age
- Reliable transportation
- Working knowledge of Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects, etc.)
- Working knowledge of Microsoft Office applications
- Ability to work independently and meet deadlines
- Passion for serving in a ministry environment
- Agreement with and support of Village Chapel's mission and values

### Application Requirements

Interested applicants must submit the following to [info@villagechapel.org](mailto:info@villagechapel.org):

- Résumé
- Employment Application
- Statement of Faith

**Application Deadline:** June 19, 2026

*The above position description is intended to describe the general nature and level of work being performed by colleagues assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions. This position falls under the procedures and guidelines of the Village Chapel employee handbook.*