

Position Description

Digital Ministries Intern Job Description **First Presbyterian Church, Muscatine, Iowa** www.firstpresbyterianchurch.org

- Position Objective:** The First Presbyterian Church Digital Ministries Internship offers hands-on experience in communications and technology integration within a ministry context — perfect for students or recent grads exploring careers in technology and/or nonprofit/church work.
- Qualifications:** Enrolled in or recently graduated from a program in technology, communications, media, or a related field
Proficiency in technology tools and platforms
- Responsibilities:**
- 1) Technology Integration:
 - Prepare and run worship slides and supporting videos for Sunday services
 - Provide backup streaming capabilities
 - Troubleshoot basic audiovisual and streaming issues
 - Explore new tools to enhance worship and community connection
 - Implement technologies to streamline volunteer processes
 - 2) Website, App, and Social Media Management:
 - Create and schedule engaging content that reflects our mission and values
 - Ensure accessibility and user-friendly navigation
 - Promote events, sermons, and initiatives across digital channels
 - Help maintain consistent branding and messaging
 - Monitor and update social media accounts (Facebook, Instagram, etc.)
 - Respond to comments and messages to foster online community
 - 3) Collaboration & Learning:
 - Attend staff and committee meetings as needed
 - Work closely with the pastor and team to align tech efforts with church goals

Must be available Sunday mornings.

Position Description

Digital Ministries Intern Job Description
First Presbyterian Church, Muscatine, Iowa
www.firstpresbyterianchurch.org

Desired Characteristics: Comfortable with variety of devices and tools like Microsoft Office (PowerPoint), Canva, Google Workspace, Photoshop, and social media platforms
Problem solving skills related to technology
Self-motivation
Excellent written and verbal communication skills
Team player
Optimism
Creative, organized, and eager to learn

Reports to: Pastor

Hours: 10 hours per week