



Intern, Children's Formation and Family Ministries

Description of internship:

As an intern for Children's Formation and Family Ministries at Holy Comforter, you will oversee an important summer outreach project, lend your organizational skills to inventorying and organizing Sunday School educational materials and resources, and take a major role in developing social media and communications ideas and strategies for the upcoming program year.

With flexible hours and a \$500 stipend offered, this program offers mature, motivated and creative high school students the opportunity to gain real-world experience in an office environment while contributing to an important ministry of our parish.

Job responsibilities:

- You will lead our parish's summer drive for backpacks or back-to-school supplies and funds for local families in need. In the past, funds for this drive have gone to our ministry partner Britepaths, but other organizations may also be worthy recipients.
- You will also assist in organizing and inventorying supplies for our Sunday School program, particularly our Godly Play educational materials and our ministry supply room. This project is important to planning lessons and curriculum for our upcoming program year.
- You will help the Director of Children's Formation and Family Ministries to develop ideas and a plan for communicating with ministry families and the community via Instagram, Facebook or other social media platforms. Skills around creating fun and engaging short videos and visual content will be highly useful for this task. In our work on this project we may also consult with our vestry Communications Committee or our staff Communications Designer.

If time permits, you may assist our ministries to families and children in other ways, such as preparing Sunday School craft projects, organizing classrooms, or preparing for our summer Second Saturday Church events (on June 8 and July 13).

Candidate and program requirements:

- Rising 9th graders through 12 graders are eligible to apply.
- The position requires 5 hours a week over a 6-week period between June 3 and August 2. The weeks do not have to be continuous, so you can take time off for the Holy Comforter youth mission trip, Hogwarts Vacation Bible School, family vacations or other camps or jobs. We will agree on a schedule to which you will commit at the beginning of your work.

- We will provide a \$500 stipend at the end of your program. If you prefer, we are also happy to sign forms acknowledging service hours instead of the stipend or in addition to it.
- Most work will be done onsite at the Church of the Holy Comforter. Some work may occasionally be done at home or offsite.

To apply:

- Please send a short letter of interest to Susan McGuire describing why you are interested in this internship and the skills or abilities you have that make you a good fit for it. The application deadline is May 17, and within a week of that deadline we will get back in touch with all applicants.
- If we think you may be a good candidate for this position, we will ask you to come in to the church to talk more about the position with our Holy Comforter staff. You may send your letter to Susan by email (smcguire@holycomforter.com) or text (703-447-6511). If you are under 18, please copy your parent or guardian on the email or text.

Thank you for considering this opportunity! Please contact Susan with any questions.