



Creative Intern – Job Description

Arrow Leadership Ministries develops Jesus-centered leaders for transformation and Kingdom impact. Sharing this story to engage and inspire opportunities for new program participants and ministry partnerships is integral to our ministry. The Creative Intern will be part of a high-energy team committed to developing unique and inspiring strategies to achieve Arrow Leadership's mission and strategic goals

Distinguishing Characteristics

Arrow's values are the distinguishing characteristics we seek to identify, encourage and develop in all team members:

- Kingdom first
- Purposefully relational
- Cultivating trust
- Wholehearted service
- Intentionally collaborative

Internship Role and Responsibilities

The Creative Intern will work collaboratively with the Director of Operations and the Vice President on various projects and develop skills in the following areas:

Communications and Marketing

- Strategy development and delivery for social media platforms
- Content development for social media posts
- Analytic analysis and strategy development to increase engagement on all platforms
- Collaborate with the marketing and resource team to development clear strategies to promote Arrow's programs, resources and services
- On-site attendance at the Arrow Leadership Program to generate content and visual communications

Design

- Create sub-brand design themes to update and refresh Arrow visual brand assets
- Create department branded tools and templates to align with branding and marketing strategies
- Collaborate with the marketing and resource team on the development of annual reports, value add tools, and resource creation

Collaboration with Marketing Team

- Monthly marketing training
- Attention to priorities, workflow and follow up to ensure all commitments are met
- Proactive solutions and problem solving to provide resolutions
- Fostering a positive and collaborative work environment to support and help one another
- Special projects with the Director of Operations and the Vice President as required

Reporting

The Director of Operations provides oversight for the Intern Program at Arrow Leadership. Each intern will report directly to the Director of Operations with collaborative input from the relevant leadership team members engaging and interacting with the intern.