

Job Description

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| Position Title: | Copywriting Intern |
| Established: | November 10, 2017 |
| Classification: | Seasonal |
| Job Location: | Grand Rapids, MI |
| Reports To: | Director of Marketing |
| Direct Reports: | None |
| Key Relationships: | Marketing, Development |

Position Summary

The marketing team at SpringHill is seeking a fun, innovative, adaptable and team-oriented copywriting intern to join the team for the summer.

The ideal candidate will demonstrate a well-rounded knowledge in writing for print, digital and social media platforms and demonstrate skills in copyediting, storytelling and brand consistency.

The Graphic Design intern will be responsible for creating excellent written pieces to be used on the web, in printed materials and on social media platforms.

Key Job Functions

* Create content plan for SpringHill blog
* Write content for SpringHill blog
* Gather stories and testimonials from SpringHill audiences
* Work with social media intern to create a cross-promotional plan for content
* Complete other duties as assigned by the Director of Marketing

Experience and Qualifications Requirements

* Commitment to the mission and ministry philosophy of SpringHill
* Marketing, Journalism, English major or related
* Experience in writing for web
* Strong written skills
* Understanding of branding and messaging
* Highly organizational

**Working Conditions and Physical Requirements**

* Must be able to lift, bend, and twist
* Ability to push and pull loads
* Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
* Good hand-eye coordination

*The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of and responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*

Revised on: 11/10/2017