

March 29, 2020

Presbytery of Eastern Virginia
Youth and Young Adult (YAYA) Committee Communications Intern
Part-time 10hrs/ \$8,000 a year

Mission Statement:

"We build bridges across divides to deepen connection to Christ and one another to serve the world."

YOUTH AND YOUNG ADULT (YAYA) COMMITTEE COMMUNICATIONS INTERN

Purpose: The purpose of Youth and Young Adult Committee in the Presbytery of Eastern Virginia is to build disciples and nurture the faith lives amongst youth and young adults in the presbytery. Therefore, the YAYA Communication Intern's purpose is to support all work, but particularly technological work, of the YAYA Committee.

Accountability: The YAYA Committee Communications Intern serves as a team member on staff at the Presbytery of Eastern Virginia and is directly supervised on a day-to-day basis by the Co-Moderators of the Youth and Young Adult Committee, reports to the General Presbyter of the Presbytery of Eastern Virginia, and is accountable to the Presbytery through the Personnel Committee of the Presbytery of Eastern Virginia.

Responsibilities:

- Create, Publish, Maintain all Advertising and Communications for YAYA
 - Social Media (Facebook, Twitter, Instagram, Snap Chat...other)
 - Video Production
 - Flyers, brochures, and other mailings
 - Text and other mass messaging
- Organizes & Update Youth and Young Adult Database
- Assist YAYA Committee by
 - Serving as Registrar for all YAYA Events
 - Serve as Tech Leader: Build & Run Slide Show, Media Content & Sound
 - All other duties as assigned/ help where needed

Requirements:

Character: The successful candidate will exhibit a Christ-centered faith and a passion to support youth and young adults in their faith journey.

Skill: The successful candidate will have dynamic skills in graphic design, building social media content, as well as serving as an onsite tech leader.

Availability: The successful candidate must have quality time management skills and a good work ethic that will make it possible for them to work remotely. However, this person should make time to regularly participate in all YAYA meetings & events where requested.

Other Requirements:

18+ years or older