



Manitowoc Marketing Intern Job Description

Updated November 2025

Basic Function:

The Manitowoc marketing intern will aid with the needs of the Manitowoc campus. It is a great opportunity for those interested in exploring how to leverage marketing to create communications that reach the lost, our church family and our community. This position will work collaboratively with various ministries and report directly to the Director of Marketing.

Spiritual Requirements:

- Has trusted Jesus to save them from their sins and be the Lord of their life.
- A desire to continue developing a strong, committed and mature relationship with Christ.
- Can champion the mission vision and values of Crossroads.
 - o Mission of Crossroads
 - *At Crossroads, we want to help people connect with God and others at the Crossroads of life.*

Qualifications:

- Considers CCC to be their church home. Exceptions may be made if roles are not able to be filled with people who call Crossroads their church home.
- Is consistently serving in a monthly Crossroads' ministry or a ministry in their home church.
- Must have graduated high school.
- Has access to a reliable form of transportation.
- Must be teachable.
 - o Wants to learn, grow, and lead.
 - Willing to ASK for help.
 - Willing to TAKE feedback.
 - Willing to PRAY though feedback and make adjustments.
- Understands confidentiality is a MUST- takes very seriously the importance of maintaining confidentiality - commits to keeping specified information confidential, including from family and close friends.
- Handles conflict in a Matthew 18 manner.

- Understands the expectation for believers to be individuals who display Godly character and integrity while utilizing social media. It is understood that WHAT you post and HOW you interact on your personal social media account(s) matters.

Possible Ministry Responsibilities of a Marketing intern:

- Support Marketing and Communications team with planning, development and execution of marketing campaigns.
- Write copy for various social media posts, email campaigns, and other marketing collateral.
- Participate in marketing brainstorming sessions.
- Assist with website management.
- Manage weekly “Need to Know” email.

Hours/Pay:

- Most of our internships are paid. Generally speaking, the education and experience the intern brings with them during the interview process will dictate how much an intern will be paid.
- Time frame: 2026-2027 school year (August 24, 2026-May 25, 2027)
- Available Monday, August 24, 2026 from 5:30pm to 8:30pm for mandatory All-Intern Orientation
- Available Monday, August 31, 2026 for a mandatory All-Intern & Staff Supervisor Welcome Dinner
- Available for 2027 RECHARGE youth retreats (potentially for both campuses)
- Available Tuesday, May 25, 2027 from 6pm to 8pm for mandatory All-Intern Graduation
- Approximately 9 hours per week
 - o Office hours will be flexible. However, intern must have some daytime availability Mondays-Thursdays from 8am to 5pm to get 75% to 80% of their time worked so that they are able to connect with their staff supervisor. Working nights and weekends only will not work for this internship.
 - o If applicant is a RUSH small group leader or serving team member, this internship does not include time spent at RUSH on Wednesday night or RECHARGE. If a Crossroads Kids, Connections or Worship/Tech serving team member or leader, this internship does not include time spent on Sundays serving in their respective ministries. Intern should maintain a serving role within the larger church body throughout their internship period. Hours spent serving in their respective ministries should not be logged on their weekly timesheet.

- o Flexible, with advanced notice