



## **Communications Intern Job Description**

*Updated November 2025*

### **Basic Function:**

This intern will aid with the communication needs of the LifeGroup Ministry and is a great opportunity for those with some previous experience in content creation and communications. The primary focus will be on developing creative communication tools (podcast, videos, etc.) used to connect with leaders and LifeGroup members in a fun and engaging way. This intern will take the lead on identifying the best tools and platforms to utilize and will be involved in the creation of the content. This position will report to and work closely with the LifeGroup ministry staff.

### **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 and the LifeGroup ministry.
  - Mission of Crossroads
    - *At Crossroads, we want to help people connect with God and others at the Crossroads of life.*
  - Mission of LifeGroups
    - *LifeGroups exist to help people find a biblical community that provides opportunities for discipleship, fellowship, and care for group members.*

### **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.
- If applicant is a high school graduate, participation in the LifeGroup ministry is preferred, but not required. Participation is beneficial in understanding the needs of LifeGroup leaders and group members.
- Will be at least 16 years old at the start of their internship in late August 2026.

- Has access to a reliable form of transportation.
- Software experience in graphic design and video editing is helpful.
- Must be teachable.
  - 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 important of maintaining confidentiality- commits to keep 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 Communication Intern:**

- Utilizing design software (Canva, WeVideo, etc.) to create communication pieces and videos.
- Write copy for communication pieces and emails.
- Develop content calendars and execute delivery of communication pieces in a timely manner.
- Conducting leader interviews to gather content for communication pieces.
- Summarizing and presenting ideas for communication pieces.
- Researching best practices and latest trends for effectively communicating to a broad organization.
- Willing to visit a LifeGroup meeting periodically for the purposes of developing content for communications. (Capturing video or photos.)
- Attend meetings and trainings with LifeGroup leaders to gain perspective on the role of a leader and how to best support them.
- Attend LifeGroup strategy meetings to learn about the ministry needs and identify ways to meet those needs through the use of digital communications.
- Opportunities can be catered to the candidate's spiritual maturity, experience, and desires, to include but not limited to:
  - Participate in meetings with church members.
  - Participate in follow up calls to visitors who submit connect cards and desire to talk with a staff member.
  - Participate in evangelism opportunities.
- Attend LifeGroup coaching team meetings to develop relationships with leaders and gain feedback on how digital communication tools can provide support.
- Willing to help with menial tasks such as supporting meetings by setting up tables and chairs, ordering food, etc.

- Approaches internship with humility and a 'nothing is beneath me' mindset.

### **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 Sunday, August 16, 2026 from 12:00pm to 3:30pm for a mandatory All-Leader LifeGroup meeting to kick off the LifeGroup season.
- 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 one Sunday in January or February 2027 from 12:00pm to 3:30pm for mandatory All-Leader meeting. Date is TBD.
- Available Tuesday, May 25, 2027 from 6pm to 8pm for mandatory All-Intern Graduation
- Approximately 8-10 hours per week
  - Office hours will be flexible. However, intern must have some daytime availability Mondays-Thursdays from 9am to 4pm 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.
  - 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.
  - Flexible, with advanced notice