



District of Columbia Baptist Convention

One Faith. Many Cultures. Endless Possibilities.

Research and Multi-Media Intern, Summer

JOB LOCATION: Washington, DC, United States

JOB DESCRIPTION

Staff of the DC Baptist Convention in Washington, DC work out of the office with multiple engagements in the community and with our member churches and organizations.

This Research and Multi-Media Intern will work as an integral part of DCBC staff.

This internship provides opportunities to build skills that are foundational for a career in church life, research and/or digital media. This role will expose you to a diverse denomination in the metro Washington, DC community. Interns are full members of the staff, participating in monthly staff meetings and additional events related to DCBC and our member bodies. This role is a full-time, 32-hour workweek, position. Stipend to be mutually agreed upon.

This position will receive mentoring and direction from the Chief Operations Officer and the Executive Director/Minister, as well as other staff members.

KEY RESPONSIBILITIES

- Research public records regarding DCBC member church facilities to determine property deed status.
- Research in-house records and documents to produce and create multi-media resources to be used for education of DCBC clergy and churches.
- Assist in areas of ministry formation and disaster relief.
- Engage with member bodies seeking insight into multi-media resources.

JOB REQUIREMENTS

- A committed Christian, preference given to Baptist students.
- Currently majoring in ministry (or related field) and/or multi-media production
- Ability to independently research and create documents from research.
- Digitally competent with a creative energy needed for resource production.
- Able to balance multiple projects at one time.
- High proficiency in Microsoft Excel, Word, PowerPoint; video editing software of choice, Adobe and database management,
- Excellent communication skills, both verbal and written.

HOW TO APPLY: Submit a resume and cover letter via email at dcbc-employment@dcbaptist.org

CONTACT INFORMATION

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