

Roosevelt Park Ministries
Technology and Social Media/Marketing Intern
Winter, Spring, Summer, and Fall 2021

Work alongside Director of Programs to assist with technology, social media, and marketing. Roosevelt Park Ministries, a non-profit organization located in the Roosevelt Park area of Grand Rapids, is seeking two interns to work as technical assistants. These opportunities could allow the students to utilize Spanish while filling the technology needs of the agency. The internship requires 5-10 hours per week for 12-15 weeks, and the days and hours can be negotiated. The internship is unpaid.

Duties:

1. Teach one or two sections of the basic computer class
2. Be available to set up and tear down equipment for events or meetings
3. Help maintain social media presence, for example, creating social media posts and helping with social media campaigns related to health and wellness
4. Help develop social media fundraising
5. Communicate with staff and board of directors to facilitate social media presence and campaigns
6. Prepare lessons or presentations for participants of various ages
7. Attend community events and participate in other creative aspects of working with social media in a non-profit setting

Qualifications:

1. Spanish minor or major and bi-lingual Spanish/English skills not required, but welcomed (if your class requires utilization of the Spanish language, we can set goals for that)
2. Strong listening, relationship skills with a history of treating people with dignity and respect
3. Basic computer skills required
4. Commitment to the mission of Roosevelt Park Ministries
5. Interest in Communications and/or Information Technology and/or Marketing preferred

About us: Roosevelt Park Ministries provides Christ-centered, holistic support to individuals and families living in and around the Roosevelt Park area. RPM bridges a community in need by promoting the development of strong families and community leaders, fostering an environment that celebrates inclusion, and providing opportunities to build strong economic bases. RPM was established through an initiative of deacons of Roosevelt Park Community CRC in partnership with the Christian Reformed World Relief Committee (World Renew) and is based on the Christian Community Development model developed by Dr. John Perkins. Incorporated in 1996, RPM is a separate non-profit organization responsible for its own program development and funding. For more information about our organization, visit <http://rooseveltparkministries.org/>.

To apply: Please send a cover letter, a resume, and a copy of your background check to rooseveltparkm@gmail.com

