

**Job Description**  
**Intern, Communications**  
**The Cathedral Church of Saint John the Divine**

**Location:** New York City  
**Department(s):** Programming & External Affairs  
**Reports to:** Webmaster & Manager, Communications  
**Posting Date:** July 2016

The Cathedral of St. John the Divine is the Cathedral of the Episcopal Diocese of New York. It is chartered as a house of prayer for all people and a unifying center of intellectual light and leadership. People from many faiths and communities worship together in services held more than 30 times a week; the soup kitchen serves roughly 25,000 meals annually; social service outreach has an increasingly varied roster of programs; the distinguished Cathedral School prepares young students to be future leaders; Adults and Children in Trust, the renowned preschool, afterschool and summer program, offers diverse educational and nurturing experiences; the outstanding Textile Conservation Lab preserves world treasures; concerts, exhibitions, performances and civic gatherings allow conversation, celebration, reflection and remembrance—such is the joyfully busy life of this beloved and venerated Cathedral.

**The Position**

This is a semi-technical, part-time role (approximately 15 hours a week) requiring organizational, creative writing, and content editing skills. This role will work closely with the Webmaster & Manager, Communications to implement marketing and communications related print and digital material for the Cathedral, including the editing of content, data and images to support the Cathedral's website and social media.

**General Duties and Responsibilities**

- Maintain calendar for all Cathedral digital outreach on Facebook, Twitter, Instagram, and Mailchimp
- Partner interdepartmentally/source archival information to produce engaging and original social media content
- Attend and photograph event preparation, events, programs, and tours for use in Cathedral publications and social media
- Perform administrative tasks, including, but not limited to, scanning, faxing; filing, and fielding calls
- Name and sort all new photographs into various databases
- Partner with Webmaster & Manager, Communications to edit video of weekly Sunday sermon, in a style accordant with our current brand guidelines, for website publication
- Regularly monitor Cathedral's iTunes presence/reviews of the new Cathedral sermons podcast
- Assist with testing new website features and functionalities
- Assist with data entry into the Cathedral website's content management system
- Regularly gather analytics data for website and various social media channels

**Qualifications**

- Must be a self-starter with an ability to multitask various concurrent projects
- Demonstrated self-motivation and discipline to regularly set and achieve goals

- Success in building and expanding relationships
- Ability to maintain a high level of poise and professionalism in all circumstances
- A high sense of urgency, unquestioned ethics and professional standards
- A team player who will successfully integrate into the Cathedral community and community beyond; and contribute to a healthy organizational culture
- Exemplary interpersonal, written and verbal communication skills
- Some background in filmmaking/content creation and video editing
- Experience successfully utilizing social & electronic media for purposes of outreach and branding and outreach a plus
- Familiarity with content management systems a plus
- Must have an eye for detail

#### **Application Instructions**

- Please e-mail a resume and cover letter before August 26th to [jobs@stjohndivine.org](mailto:jobs@stjohndivine.org) with “Web & Communications Intern” in the subject field. No calls, please.
- Qualifying candidates will be contacted for interviews the first week in September.

The Cathedral hires without regard to race, gender, religion, sexual orientation, national origin, age, disability, or marital or veteran status.