

St Andrew's ELCA Social Media Intern Job Description

Description of duties.

Provide St Andrew's with a curated presence on Social Media including but not limited to:

Email

Meta (Facebook)

Twitter

Instagram

You Tube

Post current information on church activities-photo and video.

Post daily devotions under Pastoral supervision.

Provide curated/edited information on NE Synod activities and information.

Follow and repost information from Lutheran social ministry providers- LWR, local humanitarian services. (LFM, Clinic with a Heart for example)

Repost Lutheran Center information.

Neighborhood (MARA) updates-

Meadowlane school information and partnership info-Backpacks

Lutheran Food Pantry information and needs.

Lincoln Cluster interesting information.

Schedules of Lutheran Activities in and around Lincoln/Lancaster County

Goal is to be a one stop shop for all things St Andrew's information.

Suggested qualifications

Non disclosure agreement

Attained 18 years of age for legal responsibility

Attend Safe Sanctuary or equivalent training

Be a UNL student/Lutheran Center connected??

Time commitment

One hour per day?

Would not need to be physically present at StA to do the work.

Assignments for events as negotiated working around academic schedule.

Provide intern supervisor/academic advisor with reports as required.

Reports to =

Pastor

Monthly detail report to Exec Team=summary report for Council

Academic advisor.