

CONGREGATIONAL SUMMER ASSEMBLY (CSA) Communications / Archives Internship Job Description and How to Apply

Are you a CSA college student (age 18-25) who wants to learn, earn AND summer at the CSA? Are you good at writing, photography/videography, social media and have good technical skills?

Can you:

- Write clear and engaging communications?
- Come up with creative ideas to engage the CSA community?
- Create videos or other interactive content?

If so, this may be the Internship for YOU! The job entails working up to 40 hours a week (depending on the week) for the 9-week CSA season. Pay is \$15/hour.

Work as the Communications Intern:

- Write articles and blogs for the website, social media, and weekly emails. See <http://summerassembly.org/stories>
- Provide engaging and expanded coverage of summer activities for our Facebook and Instagram pages. This includes attending CSA activities and taking photos/videos to post on the sites.
- Post White Board (Monday-Friday) and Youth Boards (weekly) pictures to website
- Write a "Fun Facts" column or post each week on interesting things from the CSA archives
- Look for opportunities to better engage teens and young adults, including coverage of teen activities
- Work as the Archives Intern:
 - Use technology to digitize and organize our records and preserve our history
 - Help create educational presentations of archival material for Assembly gatherings and for youth activities. Bring the Assembly history to life!
 - Help make the archive material interesting and accessible to our community; help with History Night 2023 on August 4th.

LEARN: Work with the Communications Committee and Archivists. Learn how the CSA works, as well as fun things about our history.

BUILD YOUR RESUME: Writing, reporting, social media, idea generation, and videography.

APPLY BY May 1, 2023

- Write 500-600 words on what it is about the CSA that is important to you . . . and how the CSA will be a part of your future.
- Send your resume and the communication you wrote to: Beth Congbalay at bethnbk@gmail.com AND Jane Cooper at janeewcooper@gmail.com

Questions? Contact Beth Congbalay at 847-682-8614 or bethnbk@gmail.com.