



North American Baptist Fellowship (NABF)
COMMUNICATIONS INTERN
Position Description

Purpose of the NABF Internship Program:

The North American Baptist Fellowship (NABF) is committed to improving the effectiveness of our communication efforts as part of our mission to bring a greater sense of cooperation and collaboration between Baptist member bodies across North America.

The NABF sees this program as a unique opportunity to partner with member body schools and universities, providing learning opportunities for undergraduate students and recent graduates to have access to international leadership and first-hand experience in collaborating with Baptist denominational bodies and their leadership.

Position Summary:

We are seeking a creative, enthusiastic, and dependable Communications Intern to join our team at the North American Baptist Fellowship (NABF). This internship offers a unique opportunity to gain hands-on experience in social media management, content creation, and digital marketing, while supporting the NABF Staff and Focus Area coordinators in their important work. The intern will assist in the development and implementation of communication strategies to raise awareness, engage audiences, and drive traffic to our online platforms.

Responsibilities:

- **Content Creation & Curation:**
 - Create engaging content for various communication and social media platforms (e.g., Mailchimp, Instagram, Facebook, X/Twitter, LinkedIn, TikTok, etc.) to highlight the positive impact and good work happening within the NABF Disaster Relief Network, NABF Scholars Collaboration, and Creation Care, among other efforts and activities.
 - Develop content ideas, including text, images, and videos, that showcase success stories from current projects and encourage others to serve and support these initiatives.
 - Curate relevant content from external sources and schedule posts that inform followers about opportunities to contribute, volunteer, and get involved with ongoing work.
- **Community Management:**
 - Monitor social media channels for comments, messages, and mentions.
 - Respond to inquiries and engage with followers in a timely and professional manner.
 - Foster a positive online community and assist in engaging influencers and relevant accounts.
- **Communication Strategy & Analytics:**
 - Help implement communication strategies to meet goals.
 - Monitor and analyze social media performance using analytics tools (e.g., Google Analytics).
 - Prepare reports on metrics and stay current on communication and social media trends.

- **Campaign Support:**
 - Assist in executing social media and communication campaigns, including content creation, information sharing, and promotions.
 - Track campaign performance and optimize strategies based on insights.
- **General Support:**
 - Assist with marketing and communications tasks.
 - Maintain a communication and social media task calendar and content database.
 - Help with image and video editing.

Qualifications:

- A strong interest in supporting the Baptist mission of community engagement in the name of Jesus Christ.
- Good character, respectful, trustworthiness, and a strong posture of learning, accountability, and teachability.
- Currently enrolled in or recently graduated from a college or university program
- Strong understanding of communication social media platforms, algorithms, trends, and the ability to grow and sustain a large social media following.
- Excellent written and verbal communication skills.
- Creative, detail-oriented, and able to work independently and as part of a team.
- Proficiency in communication and social media management tools (e.g., Hootsuite, Heropost, Buffer, etc.)
- Basic graphic design skills (e.g., Canva, Adobe Photoshop).
- Video editing skills are a plus.

Benefits:

- Gain valuable hands-on international experience in communication social media management, digital marketing, content creation, community engagement, and analytics.
- Develop skills in building communication strategies, campaign execution, and performance analysis.
- Work in a fast-paced, collaborative environment alongside international leaders.
- Build a professional portfolio with impactful projects.
- Inspirational opportunity to help people and churches whose lives have been devastated by natural disasters through the NABF's disaster relief initiatives.
- Make a tangible difference in sharing the working of organizations that serve faith communities throughout Canada and the United States, while being part of a larger, meaningful mission.
- Potential for academic credit or a letter of recommendation.
- **Compensation:** \$500/month stipend

To Apply:

Please apply online only at <https://nabfellowship.org/internship/>. When applying, you will need to upload your resume, cover letter, and any relevant communication, social media, and media portfolio links. In your cover letter, please highlight your experience with communications and social media, your interest in supporting NABF, and any missional or outreach experiences. Additionally, applicants must provide a letter of recommendation and two non-family member references (one character and one professional).

Duration:

The internship duration is 9 months with the possibility of an extension and a flexible break that align with the academic year. This internship is scheduled to begin on June 1, 2025.

Location:

This position is remote in nature, with possible in-person tasks related to supporting conferences or the NABF annual gathering.

The application deadline is April 21, 2025. Selected candidates will be invited for a virtual interview before the final selection is made.