



## **Humbly I Serve Job Description**

**Job Title:** Content Manager  
**Department:** Humbly I Serve Ministries  
**Reports To:** Staff  
**Date:** Year Round

### **SUMMARY OF POSITION:**

Writing Internship will work closely with the DOD and will regularly assist the CEO with blogs and occasional miscellaneous writing tasks.

### **The Content Manager Intern will gain experience in the following areas:**

Letter Writing  
Web Content Development  
Persuasive / Compelling Writing  
Blog Material  
Proposal Writing  
Newsletter Writing  
Journalism Story-Telling  
2014 Marketing Materials

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Draft, write and send memos, letters or additional interoffice items
2. Develop website content
3. Create persuasive / compelling content for 2014 marketing materials
4. Draft and publish blogs for the CEO
5. Must have strong writing and speaking skills
6. Take initiative to create needed content professionally
7. Work with the Graphic Intern to create a visually appealing and verbally compelling site
8. Will oversee on going communication internal and external
9. Manages all vertical response contacts and organization
10. Other duties as assigned by the Director of Business Development

### **QUALIFICATIONS**

To perform this job successfully, the individual must be self-motivated, a hard worker, pays attention to detail and have strong writing skills. They must also seek out creative solutions independently, but work as a team player.

**SCHEDULE**

Each individual Intern at HIS will have his/her own schedule throughout the semester based on class schedules. However, the content manager must be available to meet once a week with the DOD or CEO to gain ideas and appropriate content for their set task. Each Intern must put in a minimum of 20 hours a week, plus any additional hours required to reach the internship requirement.

**ENCOURAGED ACTIVITIES**

Humbly I Serve encourages all employees, volunteers and interns to like and share our facebook page, posts and follow us on Twitter. Humbly I Serve also encouraged employees, volunteer and interns to share about the organization with their close peers and look for potential opportunities for the organization to grow into the community. We also encourage that interns purchase HIS Vision apparel or carry HIS Vision / HIS Kids materials with them, ready to share if the opportunity arises. We also encourage volunteers/interns to give \$10 a month and commit for one year to continue to legacy of their hard work.