

St. John's Lutheran Church

Address: 2477 West Washington, Springfield, IL 62702
Phone number: (217)793-3933 **Fax number:**(217)793-4564
Email Address: polson@stjohns-springfield.org
Agency Contact: Pastor Olson **Contact Title:** Lead Pastor

How should students contact St. John's?

Telephone

Internship Description

This would be a Creative Design position involving formatting material for newsletters, worship bulletins, brochures, and other material that is used in the life of the congregation. It would involve using Publisher, Excel, Adobe Photo Shop and other technologies as applicable and available. It would also involve some office work and some public connection with people that come to the office.

How should students submit cover letters and resumes?

As Email attachments

Hours Per Week: 20

Number of weeks anticipated: 16 weeks

Position available:

Spring (January-May)
Summer (May-July)

General description of this agency or business:

St. John's Lutheran Church is a large congregation on the west side of Springfield. We have a diversity of members and have 7 full time and 6 part-time staff. We also have a Preschool with 185 children and a staff of 19. The congregation has a full range of activities with four weekend worship services and many youth and education opportunities.

Basic student learning anticipated:

Developing newsletter, worship bulletins, brochures and other public relations and public use pieces, working in an office environment as part of a team, developing skills in meeting the public and managing time to be the most efficient and use time well.