Harvard Park Baptist Church

Street Address: 2401 S. 9th Street, Springfield, IL 62703

Phone number: (217) 725-5995

Email Address: hpbc2401@yahoo.com

Agency Contact: Dr. John Charlton III, Minister of Family Life

How should I contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
We are a small congregation associated with the American Baptist Churches in the USA. We are located in a residential neighborhood in the south eastern quadrant of Springfield.

Internship or Job Description
MEDIA INTERN - This position will help the Intern learn about developing multi-media materials for not-for-profit organizations. He/she will work with limited resources developing public relations procedures for an all volunteer religious program. It is anticipated that this position will require up to 20 hours per week. Remuneration will be contingent upon the organization garnering grant based funds to underwrite the position. The Harvard Park Baptist Church is a small church that has great potential but little skill in presenting its message to the Springfield community. We desire to learn how to utilize the opportunities provided on the internet, radio, and television.

The Intern will first focus upon developing our presence on the internet. Second, the focus will turn to radio and television media. Then, there may be some opportunity to develop print media.

Each project should include developing training of volunteers to sustain the efforts.

Basic student learning anticipated
-Nature of working with not-for-profit organizations that rely heavily on volunteers
-Development of electronic media skills
-Development of skills to train volunteers

Hours per week: 20

Number of weeks: 16

Position Available: Fall, Spring, Summer

Unpaid

February 21, 2011