

# Communications Intern/Resident:

## Sample Job Description

### Major Projects

1. Boomerangs Resale Store
  - a. Create branding booklet: current logo, typeface, color
  - b. "why and how" you support Boomerangs sign behind desk
  - c. Brochures
  - d. Signage internally
  - e. Weekly furniture photos
  - f. Sales signs
  - g. Coupons
2. DCC KIDS' VIP project
  - a. Meet with Children's Ministry regarding project (vision/scope of project/deliverables)
  - b. Design Work
  - c. Design Concepts Meeting with team

### On-going Weekly Tasks

- Social Media
- Website
- Slides
- Bulletin (some)
- Book: **Less Clutter, Less Noise** (weekly chapter reading)

### Meetings

- Weekly Communication meeting: **Mondays 1:30-2:30 pm**
- Weekly Boomerangs assignment: **Mondays at Boomerangs in morning**
- Staff Coffee: **Wednesdays 10:00-10:45 am (every other Wednesday, see calendar)**