ECM Online Platform Manager & Marketing Coordinator

ECM is committed to providing a job-ready environment where an intern can explore their passions in preparation for finding jobs after college. As a result of their position, students will have references, experience collaborating with team members, and job transferable skills. We are looking for a student who cares deeply about storytelling, managing online presence and outreach, and community-building.

Job Responsibilities:

*Online Platform Management*

1. Create, integrate, and manage ECM’s social media (Facebook, Instagram, Twitter, YouTube and Twitch) presence.
2. Collaborate with ECM staff and interns for online content.
3. Edit and upload “Real Food Live” video streams to YouTube on a weekly basis during the school year.
4. Edit and upload video content on a project-by-project basis.
5. Design an outreach project/program.

When appropriate, research and propose necessary technological equipment for ECM programming.

*Marketing Coordinator*

1. Design ECM’s graphic art for website, programming, events, social media presence (I.E. Facebook, Instagram, etc.), and promotional materials (I.E. t-shirts, stickers, magnets, etc.).
2. Maintain/design online presence (I.E. website, social media accounts).
3. Coordinate/collaborate with other ECM interns, Campus Pastor, and Office Administrator to promote up-coming projects/events through graphic design.

Candidate Qualities:

1. Strong problem-solving skills.
2. Meets deadlines and strong work ethic.
3. Comfort working with others in a collaborative environment.
4. Enthusiasm for the position.
5. Willingness to speak to others in formal and informal contexts (i.e. presentations, one-on-one conversations etc.)
6. Self-starting qualities highly prioritized. This individual will be expected to take initiative in this roll.
7. Video editing preferred. (Must be willing to learn.)
8. Comfort and/or experience with ecumenical Christian theologies of inclusion. (Please review ecmatkstate.org for more information.)

Hours

Schedule is flexible but should be set in collaboration with other interns and ECM staff members. Approximately 10-15 hours/week of work. Must be able to attend weekly staff meetings on Wednesdays from 10 A.M.-11 A.M. Must be able to attend 2-3 ECM board members during the school year (scheduled on the second Thursday of every month).

Compensation

*Compensation can include in one of two ways:*

Choice 1: This student internship position will provide up to a $2,000 scholarship (paid to the university) or up to a $2,000 salary per semester to an interested applicant supported by the Howe Foundation.

**OR**

Choice 2: The Cooperative Resident Internship Program (CRI) provides room and board for one-year (or from the time of move in until July 31 of the following year) at the ECM campus on 904 Sunset Avenue. This internship receives an additional $250 to design and create their own outreach project. This opportunity is equal to $7,000/year.

Please indicate whether you are eligible for work/study.

Please submit a cover letter and resume to [ecmksu@gmail.com](mailto:ecmksu@gmail.com). Resume review begins immediately and will close once the position is filled. Facebook applications will not be accepted.

*Ecumenical Campus Ministry does not discriminate based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.*