

## **Title**

Communications Intern

## **Organization**

The Stephen & Laurel Brown Foundation (Upper House) is a center for Christian study, gathering, and practice that serves the University of Wisconsin and Madison communities. Based in University Square in the heart of the University of Wisconsin-Madison campus, Upper House provides multi-experiential space and programming expertise, where people, faith, values, ideas, and the arts come together in a dynamic environment that fosters spiritual, intellectual, and cultural formation.

In carrying out its mission, the Stephen & Laurel Brown Foundation works in partnership with community leaders, nonprofit organizations, student-based ministries, and churches, along with University departments, centers, and institutes.

The Foundation also offers its retreat center—Dottie’s Ranch—located approximately 15 miles outside of Madison for reflection, team-building, and leadership development purposes. In addition, Upper House maintains an on-campus apartment for visiting speakers, scholars, and practitioners-in-residence.

## **Position**

The Communications Intern—a part-time position averaging 12-15 hours per week—reports to the Director of Marketing and assists in four areas of Foundation work: (1) Designing and implementing marketing and communications for the Foundation’s brand, (2) Creating a positive guest experience during Foundation programs, (3) Hosting external groups’ gatherings, and (4) Participating in weekly meetings with interns and supervisor designed for professional and spiritual development.

## **Responsibilities**

1. Designing and Implementing Marketing & Communications
  - Document Foundation programs—via photos and quotes.
  - Work with Director of Marketing and Senior Writer & Content Manager to extend the Foundation’s digital social media presence, specifically for student audiences and other audiences, as requested.
  - Assist in communications elements—graphic design, photography, writing, videography, analytics—for one-time projects (i.e., programs, grant applications), as determined by Director of Marketing.
2. Guest Services
  - Assist in preparing the physical space, food, and technology for Foundation programs.
  - Be available to direct guests and answer questions during Foundation programs.
  - Occasionally train volunteers in a designated area for an event.
  - Engage guests before and after a Foundation program to create an atmosphere in which guests feel seen and welcome.
  - Document Foundation programs—via photos and quotes.
3. Hosting External Groups
  - Facilitate the preparation and reset of the physical space, food, and technology, for external group reservations.
  - Be available to direct guests and answer questions during external group reservations.
  - Serve as primary Foundation representative, assuming responsibility of the physical space and guest safety.
4. Professional and Spiritual Development

- Meet with Upper House Intern Team and Intern Coordinator(s) once per week to build team dynamics, review previous programs, discuss logistics for upcoming programs, and discuss spiritual development reading assignment
- Meet once per week with supervisor (Director of Marketing) for training and planning, to execute on Communications Responsibilities referred to in responsibilities above.

## **Qualifications**

Other important qualifications include:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity
- Heart for communicating the gospel to the university community
- Fluency in mode of communication (i.e. social media, analytics, video, graphic design, photography, writing, etc.)
- Strong interpersonal, organizational, and leadership skills
- High levels of maturity, responsibility, and humility