



## Oklahoma City, Oklahoma

**Position: Marketing and Registration Intern**

**Responsible to: Administrative Coordinator of OK Camps**

### **Position Purpose & Description:**

The camp Intern is a marketing and administrative position. Duties include the maintenance of camp records. These records include, but are not limited to, registration records, health records, camp Invoices, and background checks/safe sanctuary training. Intern will also assist in the creation and distribution of marketing materials and campaigns.

This position is a seasonal full time position from June-July, with the potential to result in a part-time internship year round.

### **Essential Job Functions:**

- Assist Churches and individuals with Camp Registration
- Help manage all payments for camp: records, contact information, etc.
- Assist the Administrative Coordinator of camps in other daily office duties
- Regularly design and manage marketing content for our website, social media, Google, and other year-round marketing campaigns.
- Help manage volunteer background checks and safe sanctuary training

### **Qualifications:**

- Ability to effectively communicate orally and in writing
- Personable style and skills in relating to our public
- Knowledge of Microsoft Office products such as Word, Excel and Outlook
- Experience with Canva, Hootsuite, Adobe Photoshop, and/or Adobe InDesign are preferable but not required.

### **Relationships:**

- The Camp intern shall have a good working relationship with other workers in the Ministry Center, helping others as needed after consulting the Administrative Coordinator of Camp and Retreat Ministries.
- The job description may be added to or revised by the Director of Camp & Retreat Ministries and/or the Administrative Coordinator.

\*To apply, please send your resume and cover letter to [campjobs@okumc.org](mailto:campjobs@okumc.org)