

## **MT. ZION BAPTIST CHURCH PRESERVATION SOCIETY**

The Mt. Zion Baptist Church Preservation Society is the pre-eminent African American cultural organization in Southeastern Ohio. Priority issues are the preservation and celebration of the regional heritage that represent the interests of this community through contributing to the restoration of Mt. Zion. Baptist Church.

### **A Call to Action:**

The Mt. Zion Baptist Church Preservation Society seeks to preserve and reimagine the use of Mt. Zion Baptist Church, a 115-year old social hub that is one of our region's few extant buildings created by and for the Black community.

The Society seeks a Records, Design, & Communications Coordinator to create innovative visual aspects of our print and digital branding materials, including our annual report, website, proposals, flyers, infographics, and other types of media. The intern will also assist in developing a records management protocol for documenting our public programs, including photographs of our events, courses, meetings. The position invites a student to work collaboratively and creatively with the Mt. Zion team and partners to develop a graphic identity for our exciting community-based work.

### **WHAT A COMMUNITY BASED INTERN CAN DO:**

This position will allow the student to develop professional competencies in graphic and informational design, public relations, and socially-engaged nonprofit administration. The student will work with every level of the records management process, from the research stage to implementation. As a result, they will leave the position with a robust portfolio of work across media platforms: print, digital, visual, etc.

### Qualifications

1) Records and informational management skills in both print and digital platforms; 2) graphic design skills, including proficiency in Adobe Creative Suite; 2) Strong creative research and collaboration skills; 3) Organized, detail-oriented, and can work independently; 4) Interest in historic preservation, cultural programming, African American culture and enterprise, and community engagement.

Consideration will be given to those applicants whose qualifications, experience, and goals are compatible with the duties and responsibilities outlined. Mt. Zion looks for people who are socially intelligent, care about ownership of their work, and are willing to dive in and enjoy problem solving.