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**2024 CSJ Internships in Leadership & Ministry**

**Opportunities & Descriptions**

**Opportunities – detailed descriptions for each follow below this list**

(some opportunities are on site and some offer work from home options – see full descriptions)

**1. ABLE Families, Inc. (Kermit, WV) –** Summer Camp Intern

**2. Catholic Mobilizing Network (Washington DC)** – see full description for opportunities; please contact Pat Bergen [pbergen@csjoseph.org](mailto:pbergen@csjoseph.org) about these specifically as they may already be filled)

**3. & 4. Dear Neighbor Ministries (Wichita, KS) –** Hilltop Neighborhood Intern and Communications Intern (2 different opportunities)

**5. Quinn Center (Maywood, IL)-** Summer Enrichment Program Adm. Asst.

**6**. **St. Joseph Retreat Center** (Wheeling, WV) – Administrative Asst./Marketing Intern

**7. Taller de José (Chicago, IL) –** Compañerx and Special Projects Intern

**8. The Well Spirituality Center (LaGrange Park, IL) -**Marketing and Graphic Design Intern

**1. ABLE Families, Inc. (Kermit, WV)** <https://ablefamilies.org/>

*ABLE Families is a nonprofit faith-based agency founded in 1995 by the Sisters of St. Joseph. ABLE is an acronym for Affirming, Believing, Learning and Empowering. We are dedicated to empowering families in the rural Tug Valley area of northern Mingo County, West Virginia. We help people caught in the net of poverty gain more control of their lives. We focus on women and children because they suffer most severely the effects of poverty.*

JOB TITLE: Summer Intern

REPORTS TO: Executive Director

**PURPOSE OF POSITION**

The summer intern supports the summer camp facilitators and its participants to ensure the six-week summer program runs smoothly and is enjoyed by all. Contribute to making the summer an enriching and educational experience for the children.

**BASIC RESPONSIBILITIES AND DUTIES**

• Assist in summer camps

• Prepare food and crafts for children

• Prepare & distribute meals

• Mentor the children

• Performs other duties as assigned

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**2. Catholic Mobilizing Network (Washington DC)**  <https://catholicsmobilizing.org/>

*Catholic Mobilizing Network (CMN) is a national organization that mobilizes Catholics and all people of good will to value life over death, to end the use of the death penalty, to transform the U.S. criminal justice system from punitive to restorative, and to build capacity in U.S. society to engage in restorative practices. We work with state Catholic conferences, dioceses, congregations, Catholic organizations and secular state-based organizations.*

CMN seeks to provide an enriching internship experience that acknowledges the skills and interests of each individual intern as well as the needs of our organization. Interning at CMN is a chance to be part of the Catholic movement to end the use of the death penalty and promote restorative justice in the U.S. The internship provides a hands-on, nonprofit experience and the opportunity to build practical and research skills.

**Generally, intern duties fall into one or more of the following categories:**

Research and write about issues related to the death penalty and restorative justice

* Assist in social media outreach
* Update CMN databases and learn the basics of website and fundraising software tools
* Update and assist with website content and materials
* Contribute to resource development and material creation
* Work with other staff as needed on a variety of projects

Many of this position’s responsibilities focus on communications work (social media, website, etc.), but flexibility exists for the exact skills and interests of the individual. Opportunities for graphic design and writing exist, and CMN does its best to give each intern one larger programmatic effort that s/he can oversee for an entire semester.

**Qualifications:**

* Excellent written and verbal communication skills
* Familiarity with Google Drive and Microsoft office suite
* Comfort communicating by phone and email
* Proficiency with multiple social media platforms
* Ability to learn how to use client relationship management databases (e.g. SalsaLabs)
* Strong research skills
* Familiarity with or openness to learning more about Catholic social justice teaching, the death penalty and larger criminal justice issues"

**3. Communications Intern – Dear Neighbor Ministries (Wichita, KS)**

Reports To: Director of Development

Brief Summary:

Under general direction of the Director of Development of Dear Neighbor Ministries, this internship offers hands-on experience in various aspects of communications, including social media management, content creation, public relations, and internal/external communications. The ideal candidate will have strong written and verbal communication skills, creativity, and a passion for storytelling.

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*Essential Functions*

* Assist in creating and scheduling content for social media platforms, including Facebook, Twitter, Instagram, and LinkedIn.
* Draft engaging and informative blog posts, articles, and other written materials.
* Support the development and execution of communication strategies to enhance brand visibility and engagement.
* Monitor and analyze social media metrics and trends to optimize content performance.
* Coordinate with team members to ensure consistent messaging across all communication channels.
* Assist in organizing and promoting events and other outreach initiatives.
* Collaborate with graphic designers, videographers, and other creative professionals to produce multimedia content.
* Contribute innovative ideas and insights to continuously improve communication efforts.
* Other duties as assigned

*Education*: High school diploma or GED

*Certification, registration, or license:* Class C driver’s license, motor vehicle, and insurance required.

*Experience:* Helpful experience or training includes: written and verbal communication skills, with a keen attention to detail. Proficiency in social media platforms and content management systems. Strong organizational and time management skills, with the ability to multitask and prioritize tasks effectively. Creativity and willingness to think outside the box to develop compelling content. Basic knowledge of graphic design tools (e.g., Canva, Adobe Creative Suite) is a plus. Ability to work independently as well as collaborate in a team-oriented environment.

Exposures: Controlled inside work environment with noise/vibrations from general office equipment. Frequent exposure to other environments such as private homes, doctor’s offices, etc. Minimal exposure to fumes/dust/odors.

# Physical demands

Ability to lift up to 40 pounds occasionally and up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

May be assigned to multilevel building with some floors accessible by stairs only

Minimal requirements of moving about the office; sit about 40% of the time. Frequently express ideas by spoken words. Frequently operate equipment requiring moderate ability.

**4. Hilltop Neighborhood Intern (Wichita, KS)**

Reports To:

Executive Director

Brief Summary:

Under general direction of the Executive Director of Dear Neighbor Ministries, and in collaboration with the Coordinator of Hilltop Outreach and the Volunteer Coordinator, provides home visitation, neighborhood children activities, meal delivery and participates in all activities of Dear Neighbor Ministries in service to the neighborhood.

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*Essential Functions*

* Functions as a team member making home visits to Hilltop residents, assessing needs, making referrals, and information about Dear Neighbor’s services.
* Participates in the development and implementation of children’s activities
* Participates in the development and implementation for activities for adults in the neighborhood.
* Participates in the work and services of the food pantry operated at Dear Neighbor ministries
* Serves as a volunteer on the Lord’s Diner food truck in the Hilltop area and may assist in the food pantry at the Lord’s Diner.
* Participates in the fund-raising events for Dear Neighbor Ministries.
* Provides basic receptionist duties on occasion.
* Performs other duties as assigned.

*Education*: High school diploma or GED

*Certification, registration, or license:* Class C driver’s license, motor vehicle, and insurance required.

*Experience:* Helpful experience or training includes: budgeting, goal setting, advocacy, parenting, family life skills, and/or other social issues, and knowledge of community resources.

Exposures: Controlled inside work environment with noise/vibrations from general office equipment. Frequent exposure to other environments such as private homes, doctor’s offices, etc. Minimal exposure to fumes/dust/odors.

# Physical demands

Ability to lift up to 40 pounds occasionally and up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

May be assigned to multilevel building with some floors accessible by stairs only

Minimal requirements of moving about the office; sit about 40% of the time. Frequently express ideas by spoken words. Frequently operate equipment requiring moderate ability.

**5. Quinn Center - Summer Enrichment Program Administrative Assistant**

**(Maywood, IL)** <https://www.quinncenter.org/>

*About the Quinn Center of St. Eulalia The Quinn Center of St. Eulalia (Quinn Center) is a ministry of Sacred Heart and St. Eulalia Parish (Maywood, IL) that was founded in 2010 to address social justice concerns and outreach to a diverse Proviso community. Named after Monsignor William Quinn, a former pastor of St. Eulalia, the Center continues his legacy of community engagement, empowerment and growth. The mission of the Quinn Center is to partner with the people of Proviso to build an inclusive culture of justice, health and peace through intentional action.*

The Quinn Center Summer Enrichment Program is a beacon of hope in Proviso Township providing quality programming for youth and teenagers. We will offer a 4-week program for students in grades 1-8, and will include a variety of enrichment experiences from science and math to fine arts and fitness. The camp serves a critical role in stimulating the local economy through the employment of high-school teens as camp counselors, teachers and local organizations. While the experience will be different compared to past years, we look forward to serving the community this summer, and hope you consider joining us too!

**Position:** Summer Program Administrative Assistant

Time Commitment: Program prep: June 6 – July 1 (Various Hours)

Summer Program: July 5-29 Mondays-Thursdays 7:30am - 4:00pm

or Program Hours: 8:30am - 3pm

**Roles and Responsibilities**:

* Works with Summer Program Director to ensure parent/student handbook procedures are updated
* Purchase supplies for summer program activities as needed and directed
* Ensure completion of basic maintenance needs: trash removal, cleaning, supply replenishment
* Responsible for clerical and administrative support for summer program (including food service)
* Serve as point of reference for all queries, requests or issues arising from individuals entering the building and will redirect them when necessary
* Monitor who enters and exits the building through the use of a sign-in and sign-out process
* Model standards for conduct pertaining to participants and staff
* Other duties as assigned by Quinn Center Executive Director and/or Summer Program Director

**Required skills**:

* Computer literacy
* Ability to maintain accurate records
* Comfortable working with people of all ages and from diverse backgrounds
* Ability to organize and keep confidentiality
* Good listening skills and demonstrates high degree of flexibility and creativity

**Required training and background checks** (will be included in site training)

All Archdiocese of Chicago employee requirements including, but not limited to: Virtus Training**,** Criminal Background Check, Child Abuse and Neglect Background check, Mandated Reporter Training

**6. St. Joseph Retreat Center (Wheeling, WV** <https://www.stjosephretreatcenter.org>

**Position Description**

**Title:** Administrative Assistant / Marketing Intern

**Reports to: Executive Director, St. Joseph Retreat Center**

**General Summary:** In collaboration with the Executive Director and Staff, performs the following tasks:

**Principal duties and responsibilities:**

**Social media posts:**

* Creates, illustrates, writes, and posts appropriate content for St. Joseph Retreat Center on Facebook and Instagram to publicize our programs, increase our visibility on these platforms, and to promote unity with God, each other and all creation in accordance with our mission.

**Graphic design, layout and editing:**

* Organizes/categorizes St. Joseph Retreat Centers collection of photos on our so they can be more readily found. Finds free photos and/or takes photos to add to the collection.
* If skilled in using Photoshop & InDesign or Publisher - designs and lays out program book for Fall Semester.
* Helps find or create images that will be used to identify and promote each program on the website.
* Creates graphic images and design layout as needed, such as for promotional postcards, flyers, etc.
* If skilled in Photoshop, creates animated images for eblasts and/or website.

**Conducts research to extend the marketing reach:**

* Look at other retreat centers’ websites, FB and Instagram presence to generate ideas for effective promotion techniques for The Well.
* Research other Catholic and non-Catholic organizations both locally and elsewhere in the U.S., whose participants have similar practices and beliefs, such as social justice, ecology, retreats, mind/body/spirit, for potential placement of ads, sending flyers, making connections, liking and sharing posts on Facebook and following on Instagram, etc.
* Peruse the websites of women religious to find emails of communicators, social justice coordinators, or other appropriate contacts to build upon the existing list we have for sending out program info.

**Marketing planning:**

* In collaboration with the Executive Director, assesses the Fall Semester programming in order to identify potential audiences and to reach them through appropriate methods of promotion.
* Assists in imagining ways to grow younger audiences for our programs. Where could we advertise, what language and images would attract our existing programs? What new programs might we envision?

**Computer and technical skills desired:**Word, Outlook, Publisher, PowerPoint, Adobe Photoshop

**7. Taller de José (Chicago, IL)** <https://tallerdejose.org/>

**Position Name:** Compañerx and Special Projects Intern, Summer 2022

**Principal Duties and Responsibilities:**

* Meets with clients, listens to their stories and determines services needed, providing resources, referrals and support to clients
* Accompanies clients offsite to courthouses, clinics, and other agencies as needed
* Connects with and researches social service agencies, schools, parishes, etc. to improve partnerships and access services for clients
* Maintains client files
* Assists Mission Advancement Coordinator with Communications and Development projects based on organizational needs (e.g. social media, grant writing, newsletters, etc).
* Assists Program Director with Programmatic projects based on organizational needs (e.g. resource updates, data analysis, outreach, etc).

**Additional responsibilities include:**

* Attends various community network meetings
* Attends staff meetings
* Performs other such duties as directed by the Executive Director\

**Qualifications and Required Skills:**

* Proficiency in both Spanish and English
* Ability to identify clients’ situations/problems and link with agencies
* Computer literacy
* Ability to maintain accurate records and deadlines
* Cultural sensitivity and ability to work effectively with a diverse staff, clients, and community partners
* Ability to organize and keep confidentiality
* Ability to physically accompany clients on public transportation to various locations
* Mandated Reporter Training (will be provided)
* Virtus Training (will be provided)

**Other Desirable Qualifications:**

* Good listener
* Flexibleand creative problem solver
* Self-starter; ability to think critically and work independently on assigned tasks

**Typical Schedule/Work Hours:**

Monday, Tuesday, Wednesday, Thursday: 9am-5pm

First Tuesday of each month: 11am-7pm

Occasional evening and weekend hours may be available but not required

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**8. The Well Spirituality Center (LaGrange Park, IL)** <https://csjthewell.org/>**Position Description**

**Title:** Marketing and Graphic Design Intern **Reports to:** Marketing and PR Coordinator

**General Summary:** In collaboration with and following the guidance of the Marketing and PR Coordinator and other Well staff members, performs the following tasks:

**Principal duties and responsibilities:**

**Social media posts:**

* Creates, illustrates, writes, and posts appropriate content for The Well on Facebook and Instagram to publicize our programs, increase our visibility on these platforms, and to promote unity with God, each other and all creation in accordance with our mission.
* If has video shooting and editing skills, creates very brief videos for Tik Tok and other social media.
* Assists with other marketing tasks as needed.

**Graphic design, layout and editing:**

* Takes existing PowerPoints and sets to music either on PowerPoint or using Premiere Pro. Substitutes images if necessary, where resolution is insufficient, and makes other edits as required.
* If skilled in using Photoshop & InDesign, assists in design~~s~~ and lay~~s~~ out program book for Fall Semester.
* Helps find or create images that will be used to identify and promote each program on the website.
* Creates animated images for eblasts and/or social media

**Conducts research to extend the marketing reach of The Well:**

* Looks at other retreat centers’ websites, FB and Instagram presence to generate ideas for effective promotion techniques for The Well.
* Increasing our presence on google search and google map/reviews

**Marketing planning:**

* In collaboration with the Marketing Coordinator, assesses the Fall Semester programming in order to identify potential audiences and to reach them through appropriate methods of promotion.
* Assists in imagining ways to grow younger audiences for our programs. Where could we advertise, what language and images would attract to our existing programs? What new programs might we envision?

**Computer and technical skills desired:**Word, Outlook, Publisher, PowerPoint, Adobe Photoshop, Adobe InDesign, Adobe Premiere Pro