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**2025 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. Caregiver Companion (Lafayette, IN)** – Summer Intern

**3. Catholic Mobilizing Network (Washington DC)** – 2 opportunities.

**4. & 5. Dear Neighbor Ministries (Wichita, KS) –** Community Service & Engagement Intern and Communications Intern (2 different opportunities)

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

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

**8. Taller de José (Chicago, IL) –** Compañerx and Special Projects 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. Caregiver Companion, Inc. (Lafayette, IN)**

caregivercompanion.org

***Caregiver Companion*** *is a non-profit organization in Tippecanoe County, Indiana, that provides non-medical supplemental volunteer support for elderly and disabled individuals who desire to remain in their homes, as well as their caregivers. We refer to all those we serve as our “Neighbors” emphasizing God’s love and the community. Our goal as an agency is to help relieve the pressure that often comes with being a caregiver through the help of loving and caring volunteers.*

JOB TITLE: Summer Intern

REPORTS TO: Executive Director

**Essential Functions:**

* Working with the Executive Director on the execution of marketing and volunteer recruitment efforts
* Assisting staff with the planning of events (Caregiver Education Series and Pickle Ball Tournament Fundraiser)
* Attend in-home assessments with staff members
* Creating and writing July’s e-newsletter
* Assisting in the drafting of Caregiver Companion’s Fall print newsletter
* Answering calls from Neighbors and taking down transportation appointment information for the Transportation Coordinator
* Assist in creating and scheduling content for social media platforms, including Facebook and LinkedIn.
* Other duties as assigned

**Education:** High school diploma or GED

**Certifications:** Driver’s license

**Helpful Experience:** Microsoft Suite (Word, Excel, Outlook, etc.), Canva, Meta Business Suite, written and verbal communication skills, strong organizational and time management skills, ability to work independently as well as collaborate in a team-oriented environment.

**Exposure:** Controlled inside work environment with noise/vibrations from general office equipment. Infrequent exposure to other environments such as private homes.

**3. 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.

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**Internship Responsibilities:**
Interns will contribute to CMN’s mission by:

* Researching and writing about the death penalty, restorative justice, and related topics.
* Assisting in creating content for CMN’s website, social media, blog, and newsletters.
* Assisting with supporter database maintenance using advocacy, marketing, and fundraising tools.
* Supporting the development of educational resources and coordination of events.
* Participating in staff meetings, planning sessions, retreats, and trainings.

**Desired Qualifications:**

* Excellent written and verbal communication skills.
* Familiarity with Google Workspace and social media platforms.
* Professional communication skills via phone and email.
* Strong research abilities and attention to detail.
* Openness to learning about CMN’s mission and Catholic social teaching.

This internship provides hands-on experience in advocacy, communications, and nonprofit operations while advancing social justice initiatives.

**4. Dear Neighbor Ministries (Wichita, KS)- Communications Intern**

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. *Possibility of remote work.*

*Essential Functions*

* Assist in creating and scheduling content for social media platforms, including Facebook, Instagram, and LinkedIn.
* Draft engaging and informative newsletter 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.

**5. Dear Neighbor Ministries (Wichita, KS) – Community Service & Engagement**

Reports To: Program Director, Dear Neighbor Ministries

Brief Summary:

The Community Service & Engagement Intern plays a key role in supporting the programs and initiatives of Dear Neighbor Ministries. This position is ideal for individuals passionate about serving underprivileged communities, especially in the Hilltop neighborhood, while gaining hands-on experience in leadership, teamwork, and program implementation. The intern will collaborate closely with the Operations Coordinator and other team members to ensure the successful delivery of services and resources to the Wichita community.

*Essential Functions*

Provide Support.

* Assist with the delivery of programs & initiatives, ensuring smooth operation.
* Greet visitors and community members in a welcoming and professional manner, both in person and via phone.
* Support volunteers to ensure high standards of hospitality and service during client interactions.
* Contribute to the daily operations of the community food pantry, including stocking shelves, organizing donations, and distributing food to community members.
* Maintain the office's professional appearance through organization and light cleaning as needed.

Neighborhood Services.

* Assist in organizing and supporting neighborhood events at Dear Neighbor Ministries and the Hilltop Community Center.
* Help raise awareness about food insecurity and pantry services through outreach efforts.
* Stay informed about local resources and any changes to services in the community.

“Getting Ahead” Program Support:

* Assist in the organization and implementation of “Getting Ahead in a Just-Gettin'-By World workshops.
* Build supportive relationships with class participants, ensuring they feel valued throughout their journey.
* Help manage logistics, material preparation, and on-site set-up for workshops.

Other Responsibilities

* Be available to work occasional evenings or weekends as needed.
* Participate in team meetings, training sessions, and feedback discussions to enhance program delivery.
* Collaborate with the team on projects that align with the mission of Dear Neighbor Ministries.
* Handle a variety of tasks, ranging from administrative duties to on-site support during events or activities.
* Represent Dear Neighbor Ministries positively in the community, fostering trust and goodwill.
* Performs other duties as assigned.

*Education*: High School diploma or equivalent.

*Skills and Abilities*

Must demonstrate proficiency in MS Office, Excel, Publisher, e-mail and website.

Effective organizational skills including the ability to effectively manage multiple priorities.

Strong interpersonal skills with the ability to work independently and to deal with confidential, sensitive issues.

Demonstrated computer skills.

Bi-lingual in Spanish preferred but not required.

*Certification, registration, or license:* Class C driver’s license, motor vehicle, and insurance required. First Aid certification a plus.

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# 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.

Ability to climb multiple levels of stairs.

Ability to stand, lift, carry, push, pull, balance, stoop, reach, handle, grasp, move head and neck across mid-line.

Sit about 30% of the time. Frequently express ideas by spoken words. Frequently operate equipment requiring moderate ability.

**6. 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

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**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

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

**Title:** Administrative Assistant / Marketing Intern

**General Summary:** In collaboration with the Executive Director and Staff, performs the following tasks (in person or remote work environment options):

**Principal duties and responsibilities:**

Social media posts:

•  Creates, illustrates, writes, and posts appropriate content for St. Joseph Retreat Center on

 Facebook & 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.

• Research Young Adult Websites to connect St. Joseph Retreat Center to others searching

 for retreat centers and programs via in person and online.

• Look at other retreat centers’ websites, FB and Instagram presence to generate ideas for

 effective promotion techniques.

•  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?

On Site: (if on site…)

•  Help in organizing supplies, resources, library, etc

•  Possible input of data from new contacts via email, excel spreadsheet, updating emails, address lists and streamlining points of contact for people.

Computer and technical skills desired:

* Word, Outlook, Publisher, PowerPoint, Adobe Photoshop

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

**Position Name:** Compañerx and Special Projects Intern, Summer 2025

**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, newsletters, 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

Occasional evening and weekend hours may be available but not required

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