



2022 CSJ Internships in Leadership & Ministry Opportunities & Descriptions

Opportunities – detailed descriptions for each follow below this list

1. **ABLE Families, Inc. (Kermit, WV)** – Summer Camp Intern
2. **Catholic Mobilizing Network (Washington DC)** – see full description for opportunities
3. **Congregation of St. Joseph – Communications Dept. (Cleveland, OH)**- Special Events & Marketing Intern
4. **Dear Neighbor Ministries (Wichita, KS)** – Development and Communications Intern
5. **Dear Neighbor Ministries (Wichita, KS)** - Hilltop Ministry Intern
6. **Ministry of the Arts (La Grange Park, IL)** - Social media & digital marketing intern
7. **Quinn Center (Maywood, IL)**- Summer Enrichment Program Adm. Asst.
8. **St. Joseph Retreat Center, (Wheeling, WV)** - Marketing, Development & Advertising Intern
9. **Taller de José (Chicago, IL)** – Compañerx and Special Projects Intern
10. **TEACH (La Grange Park, IL)** – Social Media, Research, Adm. Asst. Intern
11. **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://catholicismobilizing.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"
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3. Congregation of St. Joseph – Communications Department (Cleveland, OH)

<https://www.csjoseph.org/>

The Congregation of St. Joseph is a religious community of vowed Catholic women and lay associates who live and minister in the U.S. and around the world. Our mission is to bring all into unity with God, with one another, and with all creation. We do this through prayer, direct service and ministry, partnering with others to serve the dear neighbor, standing with and for the poor and vulnerable, and by advocating for systemic change.

Position: Special Events & Marketing Intern

The Congregation's Communications Department is seeking a summer intern to assist with special events and marketing. The department aims to provide an enriching experience that will allow our intern to learn about special event coordination, content creation, and non-profit marketing in a supportive environment.

Essential Functions:

- Assist with the coordination and planning of various special events.
- Research opportunities for and assist with community outreach initiatives.
- Assist in creating marketing materials including print materials, social media posts, prayer cards, signage and other items.
- Assist in social media outreach.
- Update and assist with website content and materials.
- Work with other staff as needed.

Qualifications and Required Skills:

- Excellent written and verbal communication skills.
- Basic computer and technology skills.
- Proficiency with multiple social media platforms including Facebook, Instagram and Twitter.
- Comfortable working remotely and communicating by phone and email.
- Flexible and creative problem solver.
- Ability to multi-task and pivot quickly when necessary.
- Self-starter with the ability to think critically and work independently.

Other Desirable Qualifications:

- Knowledge of Wordpress, Canva, Emma, and/or Adobe Suite.
- Familiarity with the Congregation of St. Joseph, our sisters or ministries.

Education: High school diploma or GED. Some college preferred.

This internship will require a hybrid of on-site and remote work and will need to be able to commute to the Congregation's Cleveland office. Some Saturday hours may be required.

4. Dear Neighbor Ministry Intern (Wichita, KS) <https://dearneighbor.org/>

Reports To: Director of Development

Under the general direction of the Director of Development this intern will function as a member of the Development team; participating in the communication efforts for Dear Neighbor Ministries and StepStone including social media, print materials and video for the organization.

Essential Functions

- Functions as a member of the Development team
 - Participates in the development of print materials for communications about the ministries.
 - Participates in the planning and development of a new video for Dear Neighbor ministries
 - Participates in the fund-raising events for Dear Neighbor Ministries.
 - Participates in the discussion and planning of anniversary celebrations for both Dear Neighbor and StepStone.
- Provides basic receptionist duties on occasion.
- Performs other duties as assigned.

Education: High school diploma or GED, college preferred.

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

Experience: Helpful experience or training includes journalism, communications, proficiency in social media.

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. Hilltop Ministry Intern (Wichita, KS) <https://dearneighbor.org/>

Reports To: Executive Director

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.



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

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

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.

6. Ministry of the Arts (La Grange Park, IL)

Job Description:

The Ministry of the Arts (MOTA) intern must have experience in website creation, social media, and digital marketing. This individual should have a passion for the art, music and poetry we offer.

Essential Functions:

- Help create awareness and interest in MOTA arts and music (marketing and sales)
- Collaboration with Artistic and Intellectual Property Managers and artists
- Help manage and develop website, social media, and other appropriate digital media to raise awareness of MOTA
- Research groups, organizations, whose mission aligns with ours, that could use our artwork and music and make them aware of what MOTA has to offer
- Other duties as assigned

List of Skills:

- Social Media/Online Marketing
 - Basic technology skills (including but not limited to: website design, sound and video editing, and other similar products)
 - Strong ability to communicate with others
 - Ability to speak clearly and concisely
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7. 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

8. St. Joseph Retreat Center, (Wheeling, WV) <http://stjosephretreatcenter.org>

Title: Marketing, Development & Advertising Intern **Reports to:** Executive Director, Retreat Ctr.

Our Hopes:

At St. Joseph Retreat Center we are committed to an environment where we are all learners and initiators on behalf of the mission of the Congregation of St. Joseph. Thus, we'd love to work with a young adult who is ready for new learnings in the context of the mission and charism of the Congregation. Additionally, we would love to work with a young adult who is ready to share their vision, experience, ideas and knowledge with the retreat center staff in an inclusive, creative environment.

General Summary: In collaboration with the retreat center, performs the following tasks:

Social media posts:

- Creates, illustrates, writes, and posts appropriate content for St. Joseph Retreat Center on Facebook 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.
- Create Instagram account and post on Instagram to publicize programs and events.
- Organize Email database and addresses for email blasts.

Marketing planning:

- In collaboration with staff, assesses the upcoming 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?
- Identify potential audiences for particular programs offered and identify ways to reach them through appropriate methods of promotion.
- Create a brief video for website of sacred spaces, if skilled in this area.

Graphic design, layout and editing:

- Organizes & categorizes Retreat Center collection of images to make more accessible and readily available. Find free photos and/or take photos to add to the collection.
- Designs Flyer / Calendar of Events, Program Booklet book for the upcoming events to be advertised on Web, Instagram and Facebook.
- Finds/creates images that will be used to identify & promote each program on website.
- Creates graphic images and design layout as needed, such as for promotional postcards, flyers, etc.
- Take photos of grounds to use in future flyers and publications

Research:

- Looks at other retreat centers' websites, FB and Instagram presence to generate ideas for effective promotion techniques for St. Joseph Retreat Center.
- 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 information and possible program presenters for future use.
- Researches 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.

Computer and technical skills desired:

Word, Outlook, Publisher, PowerPoint, Adobe Photoshop, Adobe InDesign, Adobe Premiere Pro, Excel...

9. 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
- Flexible and creative problem solver
- Self-starter; ability to think critically and work independently on assigned tasks

Typical Schedule/Work Hours:

Monday, Wednesday, Thursday 9am-5pm

Tuesday 11am-7pm

10. TEACH (La Grange Park, IL) <https://www.teachempowers.org/>

Position: Intern

Social Media Support

Assists the VISTA Community Outreach and Development Coordinator to:

1. Research and identify topics, items, articles, and events existing online to re-post on all social media outlets for which TEACH has an account (Facebook, Twitter, Instagram, LinkedIn)
2. Research and develop original posts to enhance TEACH's presence in social media
3. Research organizations and individuals for TEACH to follow and share their information on TEACH accounts
4. Post on social media

Research

Assists the VISTA Community Outreach and Development Coordinator to:

1. Research Community/Civic organizations to recruit tutors and to speak at meetings to grow potential donor base, identify Board candidates, and increase community visibility
2. Research immigrant-owned businesses to identify potential sponsors
3. Research local government representatives and community organizations as outreach targets
4. Identify contacts in above areas and make initial information gathering contact as appropriate.

Administrative

1. Organize and file documents
2. Other duties as assigned

Skills and Abilities

1. Excellent organizational skills and written communication skills.
 2. Attention to detail.
 3. Good working knowledge of social media
 4. Ability to work independently
 5. Demonstrated good judgement.
 6. Comfortable with technology.
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11. 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 editing skills, creates very brief videos for social media.

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.
- Organizes and categorizes The Well's collection of images on our shared server, so that they can be more readily found. Finds free photos and/or takes photos to add to the collection.
- If skilled in using Photoshop and InDesign or Publisher - with guidance of Marketing Coordinator and in collaboration with Programs Director - designs and lays out the program book for the 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 of The Well:

- Looks at other retreat centers' websites, FB and Instagram presence to generate ideas for effective promotion techniques for The Well.
- Researches 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.
- Research organizations internationally, for same purposes as above, to expand the foothold The Well has created through Zoom in Australia, NZ and Canada.
- 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.
- Research publications and radio for rates and suitability of ad placement.

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