

Intern

We want passionate and attentive students who desire to build up Catholic Campus Ministry through ingenuity, secretarial, and organizational transformative work!

What's the job?

The Intern's job is one of service and evangelization through administrative assistant work

You will be:

- Collecting and organizing new member sign up information, as well as managing ministry communications via Flocknote
- Creating, printing, and posting event material such as monthly calendars and committee event advertisements
- Managing the ministry's internal communication system: GSuite
- Updating ccmknights.com, answering phone calls/voicemails, and responding to information emails
- Assisting ministry functional maintenance i.e. placing online orders, towing, cleaning out kitchen leftovers, watering plants, caring for coffee station, maintaining restroom décor (women restroom only)
- Supporting Campus Director and other staff in various tasks, new assignments, special projects, and problem solving
- Welcome new students, give tours, connect them to committees and events, etc.
- Generating new ideas to increase the Catholic Center's warmth, efficiency and clarity of communication (both internal and external), all through the lens of our vision statement: U.C.F.

What's it take?

To work as Intern, you must:

- Be passionate about our ministry and have a desire to grow CCM for Christ's Kingdom
- Be currently enrolled as a college student
- Be an active member of Catholic Campus Ministry
- Be available 13 hours a week, starting mid-August through Spring semester (potentially through summer as well)

The below characteristics will help you be successful as a Campus Ministry Intern. Your current proficiency in these traits as well as your desire to grow in these areas are important!

- Well organized and able to keep track of multiple assignments at once
- Flexibility to be interruptible
- Perseverance in long term projects with consistent follow through
- Ability to work and learn outside of your comfort zone and skill set, in order to take on and conquer a project
- Creativity to dreaming big
- Attentive listener and solid communicator
- Desire to take initiative using **your** specific skill sets to serve the center

Who are you working with?

You will be working alongside another Student Intern and directly under the Campus Director at the front desk of the Catholic Center. Keep in mind the respect privacy for other student's messages, questions, and conversations around the front desk and with the Campus Director.