



**Job Title:** Catholic Volunteer Network Intern

**Responsible to:** Full-Time Staff

Catholic Volunteer Network offers internship opportunities to students and recent graduates to complement and enhance their learning objectives while obtaining practical experience in a professional office setting. The intern in this role may be eligible to earn academic credit; requirements for supervision or evaluation should be discussed at the time of interview.

**General Function:** Interns play a vital role in supporting the operations of Catholic Volunteer Network, while also gaining a wealth of experience in areas such as non-profit management, business, marketing, communications, graphic design, website management, fundraising, event planning, pastoral ministry, and more. Specific responsibilities are determined based on the intern's skills and interests.

Interns are matched with a full-time staff member who will provide supervision and mentoring over the course of the internship.

**Specific Function:**

Interns may work in some of the following areas:

- Work closely with Catholic Volunteer Network's staff to increase awareness and engagement with three primary audiences; prospective volunteers, current volunteers, and alumni.
- Conduct research and interviews to generate original content for Catholic Volunteer Network's blog and various newsletters.
- Strengthen CVN's relationships with volunteers, alumni, campus ministries, and partner organizations. Assist in planning of networking events, and solicit guest posts from these key stakeholders.
- Effectively utilize social media and e-newsletters to increase our reach to target audiences through stories of service, campaigns, and advertising.
- Assist in the planning and marketing of major events including conferences and workshops.
- Support fundraising initiatives, grant writing and research, and donor database management.
- Assist in the development, formatting, and distribution of resources and reflection materials for volunteers and alumni.
- Assist with the coordination of mailings and promotional campaigns.
- Support prospective volunteers in their search for a service program.

**Requirements:**

- Strong communication skills, both written and oral.
- Experience using social media platforms including: Facebook, Twitter, Instagram, LinkedIn, etc. Photography and graphic design skills are a plus.

- Familiarity with website design, particularly Wordpress, is a plus.
- Professional demeanor and interpersonal skills appropriate to representing CVN to external stakeholders.
- Proficient in general MS office products, data entry, and online research. Strong attention to detail and accuracy.
- Highly organized, motivated, and able to work both independently and collaboratively.
- Students who are considering post-graduate service are encouraged to apply for this internship.

**Preferred qualifications:**

- Coursework in Business, Communications, Design, Journalism, Marketing, or related field.
- Prior volunteer experience, preferably in faith-based settings.
- Prior work or volunteer experience coordinating communications and marketing efforts for groups or organizations.

**Commitment:**

- Length of internship: 12-15 weeks minimum
- Hours: Varies, part-time and full-time positions are available
- Compensation: A travel stipend will be provided when available. Additionally, interns are offered professional development, training and networking opportunities

*Note: This job description is not intended to be all-inclusive. Interns may perform other related duties as negotiated to meet the ongoing needs of the organization.*

**Application Instructions:**

Interested applicants should send cover letter, resume, and writing sample to Katie Mulembe, Director of Operations, at [kmulembe@catholicvolunteernetwork.org](mailto:kmulembe@catholicvolunteernetwork.org). Applications will be processed on a rolling basis. No phone calls please.

*Catholic Volunteer Network is a national membership organization of Christian volunteer and mission programs that fosters and promotes full-time national and international service opportunities for people of all backgrounds, ages and skills. Catholic Volunteer Network supports and enhances the work of its membership by providing training and resources, networking opportunities, and national advocacy. We annually publish the RESPONSE Directory of Volunteer Opportunities. Visit us online at [www.catholicvolunteernetwork.org](http://www.catholicvolunteernetwork.org).*