

## Our Impact

We believe that faith communities are transformative – that it changes who we are, how we live and how we see the possibilities in our own lives and in the lives of those around us.

### **POSITION: Communications Intern (Graduate-level Internship)**

Assignment duration: September – December 2020

Work schedule: Both part-time and full-time schedules are available Monday – Friday.

Join a talented team of storytellers who are making a difference sharing stories of impact in America's poorest regions of the U.S. You will write about faith and hope in Puerto Rico, community building along the Texas-Mexico border, coming together with purpose in Alaska, vibrant expressions of faith on Indian Reservations in the Dakotas. We are seeking a skilled, proactive contributor who has experience creating and implementing content across multi-platform communications, including email, social media and web communications.

This temporary position is available due to a high volume in workflow and will be working out of our Chicago office. A successful person for this role will come with a working knowledge of digital marketing tools, excellent storytelling skills, and an eagerness to contribute on a variety of levels and with a variety of stakeholders throughout the organization.

Some essential skills for this position include, but are not limited to:

1. Experience creating, posting and managing social media channels.
2. Accurate, creative and clear writer – proofreading skills, AP style.
3. Experience with Adobe In-Design and Word Press.
4. Experience with email distribution systems, such as Engaging Networks.
5. Project management skills; attention to details.
6. Video rough cut editing for SM and web posting.
7. Ability to learn quickly, juggle multiple projects, customer-centric and responsive.
8. Collaborative, proactive and solutions oriented.
9. An appreciation for and general understanding of the teachings and traditions of the Roman Catholic Church.
10. Familiarity with Catholic terminology is a definite plus.
11. Exposure to annual fundraising terminology or support a plus.
12. Sense of humor.

## DYNAMIC TEAM

Catholic Extension is very proud of its staff as each one contributes to impacting our mission. Our skilled, dedicated and mission-focused team is motivated every day to be a leader in their role to contribute to our mission: Catholic Extension works in solidarity with people in America's poorest regions to build up vibrant and transformative Catholic faith communities. We recruit staff who are hard-working and who have a growth mindset and who genuinely enjoy working together. In our most recent Employee Satisfaction Survey, 100% of survey participants agreed that "Catholic Extension is a great place to work!"

## IMPORTANT MISSION

Founded in 1905, Catholic Extension is one of the leading faith-based nonprofits in the United States. Catholic Extension works in solidarity with people in America's poorest regions to build up vibrant and transformative Catholic faith communities. With the generosity of individual donors and local and national foundations, Catholic Extension raises funds to help these poor, forgotten, and often isolated communities to flourish. We invest in:

- **BUILDINGS** by supporting the construction and renovation of churches and church facilities.
- **LEADERS** for the Church by providing education, training and support to seminarians, priests, sisters, deacons and lay leaders.
- **MINISTRIES** by supporting pastoral, youth, young adult, campus and outreach ministries, Catholic schools and religious education.

## CORE VALUES

- **Creativity:** We identify and invest in innovative solutions to the challenges that confront our Catholic faith communities.
- **Excellence:** We set the highest standards for every aspect of our organizational life and mission.
- **Trust:** We forge relationships in the spirit of mutual trust.
- **Accountability:** We are committed to our Team Covenant to enable us to fulfill our mission more effectively.

## APPLY FOR THIS OPPORTUNITY

For consideration, qualified graduate students are asked to submit their resume along with cover letter and writing samples to: [hroffice@catholicextension.org](mailto:hroffice@catholicextension.org) prior to September 1, 2020.

Catholic Extension is an Equal Opportunity Employer. Applicants may request any reasonable accommodation that may be necessary to participate in the application process.