

2018 Diocesan Interns Job Descriptions

General Description:

The Diocese of Ohio will be offering internships in the following areas:

Communications Office Intern

- Assist in developing and posting social media marketing ideas and content
- Manage compilation of Diocesan Convention Journals
- Brainstorm fun, innovative marketing concepts for Bellwether Farm
- Copy writing/editing for magazine, website, and electronic communications

Development/Archive Intern

Overview:

The Development/Archive intern will work primarily with the Chief Development Officer and the Archivist

Opportunities:

- Assist with the coordination of the Bishop's Annual Appeal
- Help staff a committee to plan a social media strategy for Giving Tuesday (givingtuesday.org)
- Copy writing for magazine and electronic communications
- Assist with projects in the Diocesan Archives

Diocesan Archives – (Two Interns)

Assist with the continuing work to organize the Archival Suite at Trinity Commons including creating files and sorting through material which has been submitted and is backlogged. Good people skills, as well as communication skills, along with a cheerful disposition, and a variety computer and organizational skills (scanning, videotaping, computer back up, etc.) are necessary for this internship. Being a self-starter and having the ability to stay on task is a must as is an appreciation for how God's story has intersected with the story of the Diocese of Ohio throughout our 200-year history. Work will include:

- Continue our ongoing work of securing electronic copies of historical photographs and documents
- Scanning photographs which are already part of the archive collection
- Researching (as requested) and sending documentation to individuals who are searching for records (baptism, marriage, burial) from the archival holdings of defunct parishes in the Diocese of Ohio

For All Internships:

Interns will also participate in 3 days of group spiritual discussion and reflection time.

Qualifications: Completion of high school junior year or above; these internships are intended for young adults.

The most qualified applicants will:

- Be detail oriented and organized
- Have initiative, creativity and a sense of humor
- Be able to both take direction and function with minimal ongoing supervision

Specifics:

- Total hours – up to 200 hours during the summer
- Stipend -- \$10 - \$12/hour depending on skills and previous experience.
- Schedule – approximately ten (10) weeks between May and August. Specific timing is open to negotiation.

Application process:

Please send a resume and brief (one page) cover letter that indicates your first and second choices of internship(s) for which you are applying, why each internship interests you and what the experience you would bring to the position.

Questions or applications should be directed to The Rev. Margaret D’Anieri, Canon for Mission, at (216) 774-0456 or mdanieri@dohio.org. The deadline for applications is March 31, 2018.