

## 2026 Diocesan Interns

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

### Archive Interns

2026 Summer Archive Interns will:

- \* Continue organizing the Archival Suite at Trinity Commons including creating files and sorting through material which has been submitted and is backlogged.
- \* Continue our ongoing work of securing electronic copies of historical photographs and documents from every parish in our diocese. If time permits, visiting up to three faith communities during the summer of 2026. Our mobile archive (laptop and scanner) will provide “on site” tools for adding parish photographs and documents to our diocesan archive collection.
- \* Assist the Diocesan Archivist with continuing to create a digital archive using the Bookeye V Scanner. Assist in assessing storage needs, and how to set up digital displays for our Diocesan Website.

**Qualifications:** Completion of high school senior 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.
- Be flexible in accepting other duties as requested.

### Physical Requirements:

This position requires working in the Diocesan Archives as well as at parishes with varying degrees of accessibility; stairs and encumbered walkways will be regularly encountered. The ability to drive to parishes across northern Ohio, speak with and understand elderly persons, and carry and set up interview equipment (video and/or audio equipment). Exposure to dust from old books, papers, photographs. Lifting of boxes up to 30 lbs.

Specifics:

- 20 hours a week for 10 weeks, beginning the week of June 1 through the week of August 10. Specific weekly schedules can vary based on internship, but Tuesdays are required.
- Stipend: \$15/hour.
- Each intern will identify, develop, and create a capstone project over the course of the internship. Capstone projects will be presented to staff and guests at the end of the internship.

Interns will be working and learning in the context of the Episcopal tradition.

### Application process:

Please send a resume and brief (one page) cover letter that indicates your first and second choice. If you have any questions please contact the Rev. Dr. Brian K. Wilbert, Diocesan Archivist at 440.935.2183 or [bwilbert@dohio.org](mailto:bwilbert@dohio.org). The deadline for applications is May 12, 2026