

## **2019 Diocesan Interns Job Descriptions**

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

### **Diocesan Projects Intern**

This intern will work on various projects in the offices of Mission, Communications, and Ministry.

- Assist in developing concepts for social media marketing ideas and content
- Compile information for the Diocesan Convention Journals
- Brainstorm fun, innovative marketing concepts for Bellwether Farm
- Copy writing/editing for magazine, website, and electronic communications
- Assist in the production of a manual for clergy
- Work on various short term projects in the office of Mission

### **Development/Archive Intern**

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

- Assist with the coordination of the Bishop's Annual Appeal
- Help staff a committee to plan a strategy for Giving Tuesday ([givingtuesday.org](http://givingtuesday.org))
- Copy writing for magazine and electronic communications
- Assist with planning for the Bishop's Bike Ride
- Assist with projects in the Diocesan Archives

### **Diocesan Archive Intern – (Two Interns)**

- Assist with the continuing work to organize the Archival Suite at Trinity Commons including creating files and sorting through submitted materials
- Continue ongoing work of securing electronic copies of historical photographs and documents from parishes
- Create a searchable database of the holdings of the archives
- Research and send documentation to individuals who are searching for records (baptism, marriage, burial)

Good people skills and a variety of computer and organizational skills (are necessary for this internship.

### **For All Internships:**

**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.

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

**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, what you would hope to gain from this experience, and what qualifications 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](mailto:mdanieri@dohio.org). The deadline for applications is March 31, 2019.