



Summer Communication Intern

The Summer Communication Intern is hired by and accountable to the Director of the Duke Catholic Center, and works collaboratively with the other members of the DCC ministry team. The Summer Communication Intern reports directly to the Director of Communication. *If interested, send resume and brief cover letter to emma.miller@duke.edu.*

RESPONSIBILITIES

- **Pastoral:**
 - Be present for, participate in, and encourage/invite students to engage in: Sunday and Holy Day Masses; Holy Hour; Penance Services; Retreat Experiences; Tuesday Night Dinner; various catechetical, social, and other programs as assigned.
 - Develop relationships with Catholic students by being visible on campus and connecting individually with students.
- **Administration:**
 - Coordinate the DCC's regular social media.
 - Write and edit copy for publications, advertising, and weekly student communication.
 - Assist with production of the DCC's podcast series and video content.
 - Generate a cache of creative content for the upcoming school year.
 - Learn how to manage and maintain a robust database of students and donors.
 - Actively participate in regular DCC Staff meetings and assist in planning of DCC programming.
 - Represent the Duke Catholic Center to Duke University, the Diocese of Raleigh, and the general public.
- **Professional Development:**
 - Commit appropriate time to continue developing spiritually as a Minister of the Gospel.
- **Other responsibilities as assigned**

QUALIFICATIONS

- **Education**
 - Pursuit of an undergraduate degree
- **Other**
 - Practicing Roman Catholic
 - Experience in college campus ministry (as a student) is preferred

HOURS

- The Summer Intern has semi-flexible hours as a 40-hour per week position.
- Given Sunday is a full work day, one day a week is take off, usually Friday.
- Position begins May 15th and ends August 15th (flexible)

COMPENSATION

- \$7.25 per hour
- Housing is secured. Interns pay a subsidized rent of \$500 per month (\$1,500 for the summer; all utilities/internet included).