



POSITION DESCRIPTION

TITLE: Mission Advancement Office – Communications/Marketing Internship

GENERAL SUMMARY:

The Sisters of St. Francis are a religious community founded in 1869 to care for orphans and the elderly after the Civil War. The Sisters of St. Francis continue today to serve others in a spirit of hospitality, simplicity and joy. The St. Francis Community encompasses four main entities including the Franciscan Earth Literacy Center, St. Francis Spirituality Center, St. Francis Senior Ministries, and the Sisters of St. Francis. Their ministries are guided by the Franciscan values of care of creation, peacemaking, care of the poor and elderly, and living a deep contemplative life. The Mission Advancement Office situated on campus at 200 St. Francis Avenue, Tiffin, houses staff that serve all these entities. The intern would be working out of this office with the business, development, communications, marketing, and finance staff to further the missions and goals of all the entities.

The internship will be a hands on educational experience in which the intern will be exposed to all facets of the operation of the St. Francis Community Mission Advancement program. The intern will work regularly with the Communications/Marketing coordinator, the Grant Writer, and the Director of the Mission Advancement Office, while also interacting as needed with the business and finance staff.

PRINCIPAL DUTIES & RESPONSIBILITIES:

1. Integrates the mission and charism of the Sisters of St. Francis in all Mission Advancement initiatives and serves as a role model in a positive manner in all business interactions within the organization and when representing the Sisters to the outside community.
2. Maintains confidentiality regarding Mission Advancement business.
3. Assists in updating and adding entries to the *St. Francis Campus* calendar using Google Calendar software.
4. Assists in taking candid photos at St. Francis Community events and programs. Organizes photos into image files for future use in marketing or grant reporting.
5. Assists the Communications Coordinator with updates to Facebook, Twitter, and other social media to engage the public in the ministries of the St. Francis Community.
6. Assists in the development of brochures and posters promoting St. Francis Community events and programs. Assists with distribution throughout the Tiffin community to our local business partners.
7. Assists in the marketing campaign and implementation for St. Francis Community fundraisers.
8. Works closely with Mission Advancement staff in marketing donation programs available to potential donors.
9. Performs office duties in furtherance of the operation of the Mission Advancement Office, including but not limited to use of telephone, mail and email. Provides administrative support including data entry, filing, and other day to day operational duties.
10. Intern will be given the creative freedom to contribute their own marketing product to the St. Francis community (i.e. develop a new brochure, poster, video clip, or other marketing need) under the supervision of the Mission Advancement Office staff.

11. Responsible for knowing and adhering to Sisters of St. Francis safety procedures.

12. Offers additional support as opportunities arise and time allows.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

1. Must have completed sophomore year of college majoring in communications, business, marketing, or related field.
2. Excellent interpersonal and written communication skills.
3. Strong organizational and time-management skills.
4. Familiarity with Microsoft Office programs.
5. Independent, highly organized and detail oriented.
6. Energetic, hard-working and enthusiastic team player.
7. Strong skills and willingness to learn social media platforms including Facebook and Twitter
8. Ability to successfully pass a background screen.
9. Physical strength and ability to perform tasks:
 - a. Must be able to bend, stoop and kneel;
 - b. Ability to lift a minimum of 15 pounds;
 - c. Ability to push/pull objects up to 15 pounds;
 - d. Ability to stand for up to 4 hours a day.

COMPENSATION, DATES AND HOURS:

The internship is an unpaid internship. The internship can begin as soon as possible, it is part time, 10 hours per week, for twelve weeks. The schedule will vary depending on scheduled programs and candidates schedule. Main schedule will be during normal business hours. At times programs may be scheduled for evenings or weekends.

INTERNSHIP BENEFITS:

1. Gain experience in business marketing and public communications.
2. Gain experience in nonprofits and how they operate
3. Gain experience in fundraising techniques.
4. Gain experience in grant reporting
5. Develop photography skills.
6. Develop office and time management skills.
7. Add to your resume, the skill set needed to complete your own marketing product.

HOW TO APPLY:

Please e-mail your cover letter and resume to jalvarado@tiffinfranciscans.org