Intern for Alternative Spring Break

Mission/Purpose: SMSP Alternative Spring Break (ASB) program has the following goals:
1. To SERVE with those in need;
2. To LEARN about the situations of those in need and to explore the SOCIAL JUSTICE dimensions;
3. To put our FAITH into ACTION;
4. To build COMMUNITY;
5. To have FUN!

Primary skills developed: Administration, event planning, organizational, computer, public speaking, facilitation, and conflict resolution

Supervised by: Campus Minister for ASB

Tasks/Responsibilities

- Serve as a coordinator with lead team
- Review and evaluate the ASB program
- Develop and prepare a promotional and marketing strategy for ASB
- Assist in the planning of all information meetings, site leader and participant formation meetings, and post-ASB events
- Maintain and organize documents regarding contact info, group lists, motor vehicle registration, etc.
- Manage communication with all constituents, such as: university personnel, site contacts, site leaders, participants, parish staff, and campus minister for ASB
- Participate in weekly meetings with campus minister

Requirements/Recommendations

- Has participated in ASB program with St. Mary as a site leader
- Commitment to the mission and values of ASB
- Besides school, this position would be one’s only primary time commitment
- Excellent organizational and computer skills
- Good interpersonal skills and ability to speak in public
- Has met with previous ASB co-coordinator(s) to learn the details of this position