



St. Mary Student Parish
Catholic Campus Ministry at the University of Michigan

Intern for Communication

Mission/Purpose: With so many opportunities for involvement at St. Mary, it is often a challenge to present each separate event or program in an appealing way that will encourage participation. Furthermore, it is often difficult to share our great stories in a way that truly reflects the enthusiasm and love of our parishioners, alumni, and staff. The mission of the communication intern is to represent the essence of the parish while creating communications for various events, programs, and publications throughout the year.

Primary skills developed: Project management, collaboration, creative thinking, communication, technical design skills working in Microsoft Office and Adobe Creative Suite

Supervised by: Director of Communication

Tasks/responsibilities:

- Complete communications requests as assigned, relating to:
 - Custom brochures, newsletters, flyers and other promotional materials
 - Logo and branding standards
 - Social media and website management
 - Print production and mass mailing
 - Graphic design, including photo editing
- Meet with various project stakeholders including students, resident parishioners, and staff to brainstorm and determine effective communication strategies

Requirements/Recommendations: The intern should have basic marketing and communications skills and should exhibit a desire to creativity develop new communication strategies. Experience working with Adobe Creative Suite is recommended, but not required.