



St. Mary Student Parish

Catholic Campus Ministry at the University of Michigan

Intern for Event Planning

Mission/Purpose: As the Event Planning Intern, you will both work with the special events team to plan social events for undergraduate students as well as with the staff to plan larger events for larger audiences at St. Mary Student Parish. These events are intended to meaningfully build community at St. Mary Student Parish by promoting a welcoming and inviting atmosphere; creating an environment where students can relax, have fun, and be themselves; and encouraging engagement with the various other opportunities at St. Mary Student Parish.

Primary skills developed: logistical coordination, event planning, budgeting, marketing, preparing a space for a special event (including decoration, sound equipment, food, etc.), and teamwork

Supervised by: Campus Minister for Event Planning

Tasks/responsibilities:

- Facilitate bi-monthly Special Events team meetings to brainstorm and strategically plan monthly events
- Fill out communication forms that describe the marketing plan for the various events
- Coordinate shopping trips for food and supplies
- Conduct surveys and/or other relevant research to discover what kinds of social events students at St. Mary Student Parish want
- Work collaboratively with the special events lead team on setup, execution, and cleanup of events
- Work collaboratively with the communications director as well as the larger staff to plan and implement larger special events, such as the volunteer brunch, parents weekend, or the Baccalaureate Mass
- Facilitate bimonthly special events

Requirements/Recommendations: Serve on the special events lead team