



Intern for Ig.nite

Mission/Purpose: To engage undergraduates through the social life of the St. Mary community in order to deepen their faith and commitment to Christ and the church. This will be primarily accomplished through the Ignite program (speaker); evening mass and dinner. In addition, this intern will be responsible for convening the Ignite lead team and casting vision for the Ignite program through relevant topics, discussions, and team building activities.

Primary skills developed: Program development, creative planning, communication, organization, delegation, evaluation, outreach, team building, public speaking, welcoming, high social awareness, flexibility, and growth as a disciple of Christ

Supervised by: Campus Minister for Ig.nite

Tasks/responsibilities:

- Serve as overall coordinator for all aspects of the Ig.nite evening
- Form and support a team to assist with welcome, hospitality, content creation and clean-up
- Ensure all weekly responsibilities are accounted for, including:
 - a) *In collaboration with music and liturgy interns:* Thursday mass to include music and student liturgical ministers
 - b) *In partnership with the coordinator for welcome and hospitality:* Meal prep, service, and clean-up
 - c) Welcome and hospitality: room set-up, greeters, nametags, seating designations and icebreakers when appropriate
 - d) Strategize and prepare content: relevant topics, engaging speakers
 - e) Connect, engage, and prep speakers prior to Ig.nite with context of the evening and reality of student life
 - f) Act as emcee for the evening (or delegate to another student) to include announcements
- Facilitate weekly meetings with ministry partners (Susan, music intern, prayer and liturgy intern, campus minister for Ig.nite, Ig.nite lead team) to plan and evaluate progress
- Research and implement creative avenues for outreach and engagement of student populations within and outside of Ig.nite evenings
- Keep accurate notes about weekly content, discussion, attendance, strengths, and weaknesses for each Ig.nite evening and planning session
- Meet quarterly with intern for outreach and engagement to plan and evaluate overall outreach strategy