



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

Intern for Outreach and Events

Mission/Purpose: As the Intern for Outreach and Events, you will work with the student leaders and staff to make St. Mary Student Parish a more welcoming and inclusive community. You will work to increase engagement of students, especially populations of students not typically involved at St. Mary Student Parish, and enhance St. Mary Student Parish's presence and visibility on campus at the University of Michigan. You will also organize in-house campus ministry events for students as well as on-campus events organized and sponsored by the Catholic Campus Community (CCC).

Primary skills developed: outreach, volunteer recruitment and support, program development and evaluation, creative marketing and programming, networking, teamwork, meeting facilitation

Supervised by: Director of Campus Ministry & Welcome/Hospitality Coordinator

Tasks/responsibilities:

- Along with Outreach and Events Team, reach out to other student leaders to effectively organize events and raise awareness of the various programs at St. Mary
- Communicate the mission of CCC effectively to all student leaders
- Develop a strategy to increase personal invitation and peer-to-peer ministry
- Coordinate outreach efforts and student sign-ups for welcome week, including Festifall, Northfest, Artscapade/Escapade, and SMSP welcome BBQ
- Facilitate meetings with student team to organize and execute in-house and on-campus events
- Evaluate opportunities for CCC to engage and collaborate with other campus groups (interfaith, DoRAK, MLK Day, Ghandi Day, Greek Life, etc)
- Respond to new student inquiries regarding involvement with CCC/St. Mary and when possible, engage personally
- Coordinate diag boards, bus signs, CCC emails and other forms of student & on-campus communication
- Establish a welcome table at lg.nite to meet new students and get them on our email list
- Send out weekly CCC email to all undergraduates promoting ways to get involved
- Serve as the President of the CCC

Requirements/Recommendations: Serve on the outreach and events team, must be willing to encourage and engage with new ideas, desire to meet new students