

# **ST. PHILIP CATHOLIC CHURCH**

## **Summer Youth and Young Adult Office Intern**

St. Philip Catholic Church, located in historic downtown Franklin, TN, about 20 miles south of Nashville, is a well-established parish of over 1,500 families with a talented and energetic staff.

We are seeking candidates for Summer Intern. The Youth and Young Adult Ministry Intern will provide assistance with event logistics under the supervision of the full-time staff as well as database management, programming development and office support while gaining broad experience in the day-to-day duties of youth ministry. The intern should be prepared to work proactively and within deadlines. This is a full-time hourly paid position from June through July.

### **Essential Duties and Responsibilities**

1. Assisting with logistics and planning for retreats and activities
2. Attend and serve as support staff at events and retreats
3. Office support
4. Data entry and database management

### **Qualifications:**

1. Practicing Catholic in good standing with the Church
2. Willingness to serve
3. Familiarity with office equipment and technology
4. Working knowledge and experience in use of social media
5. Bilingual candidate with fluency in English and Spanish is desired, but not required

All candidates must satisfactorily complete a criminal background screen and comply with Diocesan Safe Environment policies. **Email** resume to: [employment@stphilipfranklin.com](mailto:employment@stphilipfranklin.com) . **No phone calls please.**

POSTING DATE: 5/15/2019

DATE AVAILABLE: As soon as possible