



ARCHDIOCESE OF ST. LOUIS

*Cardinal Rigali Center
20 Archbishop May Drive
St. Louis, Missouri 63119*

Catholic Youth Apostolate

Office of Youth Ministry

p) 314.792.7650

f) 314.792.7619

stlyouth.org

Youth Ministry Summer Internship

Mission

The Office of Youth Ministry strives to strengthen youth ministry by equipping parish leaders with the necessary tools, training, formation, and events in order that all young people hear the Gospel message and be empowered to live as disciples of Jesus Christ in our parishes and in our world.

The interns of the OYM assist in this mission through programming development and office support while being formed in the spiritual and professional life of Youth Ministry.

Position Description

The Youth 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.

Daily Responsibilities

- Office support (preparing mailing, copying, filing, fielding phone calls and emails, etc.)
- Database management
- Recording and distribution of meeting notes

Specific Duties for Summer 2017 (Mid-May – August 1)

- Assist in logistics and programming preparation for “Project Life” service retreat.
- Attend and serve as support staff for “Project Life” service retreat – June 11-16, 2017.
- Work in support of and under supervision of in preparation for “Steubenville St. Louis/Mid-America Youth Conferences”
- Attend and serve as support staff for “Steubenville St. Louis/Mid-America Youth Conferences” –July 14-16 and July 21-23, 2017.

Qualifications

- Practicing Catholic in good standing with the Church
- Willingness to serve and live the sacrificial life
- Hard working, self-motivated, proactive

