



## ARCHDIOCESE OF ST. LOUIS

*Cardinal Rigali Center  
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Catholic Youth Apostolate

Office of Youth Ministry

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## Youth Ministry Summer Internship

### **Mission**

As Catholic clergy, and laypersons we seek to fulfill the goal of the Archdiocese of St. Louis to strengthen youth ministry under the leadership and vision of the Archbishop of St. Louis. Through support to parishes, event and program planning, direct ministry with teens and collaboration with other offices, institutions and the community we seek to empower young people to live as disciples of Jesus Christ in our world today, to draw young people to responsible participation in the life, mission and work of the Church, and to foster the total personal and spiritual growth of each young person. 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 2014 (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 8-14, 2014.
- Work in support of and under supervision of Coordinator of Events 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 11-13 and July 18-20, 2014.

### **Qualifications**

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