



## Parish and Community Relations

# Internship: Parish Community Marketing Intern

*Catholic Charities calls the community to action to join us in addressing the root causes of poverty, hunger, and homelessness by serving, educating, and empowering all those in need*

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**Position:** Parish Community Relations Data Management Internship (*unpaid*)  
**Location:** Hybrid- Virtual and In Person 1421 Mockingbird Lane Dallas, TX 75247  
**Time commitment:** Minimum 10 hours per week  
**Site hours:** As discussed and agreed upon by on-site supervisor.  
**Duration:** One semester  
**Supervisor:** Devyn Buschow, [dbuschow@ccdallas.org](mailto:dbuschow@ccdallas.org)

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### Mission: Parish and Community Relations

CCD holds a unique spot in our community, that of a large multi-faceted faith-based social service agency who serves a broad base of people in need. We do a lot of good work that can be told to the community in many ways, but one large way is through building, maintaining, and improving our community relations with Catholic and non-Catholic community stakeholders alike. Community relations are an integral part of how CCD functions.

### Internship Description

This position falls under the Parish & Community Relations Department at Catholic Charities Dallas. This department shares resources and communicates with every Parish in the Diocese of Dallas. The goal of this position will be to help create, market and share information about CCD to the 77 parishes across the 9 counties that we serve. Items will include creating printed items such as bulletin inserts, informational packets, flyers and items for community outreach booths as well as virtual resources, such as updating our website page

### Responsibilities Include

- Utilizing Canva to create marketing materials directed at parishes about CCD
- Compiling a monthly Parish Communications Summary including emails, bulletin ads, and social media posts about CCD
- Translating materials into Spanish (bilingual candidates preferred)
- Keeping up with best marketing practices and continuing education with resources such as Canva, Design Pickle, Asana, and the Microsoft Office Suite

## **Intended Outcome**

The outcomes of this role are supporting the program in establishing quality relations with community members and organizations. As an intern, you will be presented with the invaluable experience of building both professional and interpersonal skills, as well as contributing to the important mission of Parish and Community Relations

## **Values of a Successful Intern**

- Service – Giving of ourselves and welcoming all.
- Compassion – Treating all with empathy, care and consideration.
- Integrity – Doing what is just, honest and merciful.
- Respect – Acknowledging the dignity and worth of every person.
- Commitment – Giving attention, energy and passion to all we do.

## **How to Apply**

Please send the following items to the Volunteer Manager [volunteer@ccdallas.org](mailto:volunteer@ccdallas.org)

- Resume
- Internship you would like to apply for
- School requirements if using internship to receive school credit
- Internship length and time commitment
- Goal Statement of what candidate would like to accomplish with an internship at Catholic Charities Dallas

## **Process Steps**

1. Application is reviewed by Catholic Charities Staff.
2. After review, program staff will directly contact candidate.
3. An interview will be set up with the program manager and intern.
4. After successful completion of the interview and both parties choose to move forward, you complete your internship onboarding of : background check, online training, submit 3 references that will be contacted as character references.
5. You will then be formally placed in the internship and can begin on a previously approved start date