



Development and Marketing

Internship: Development and Marketing

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

Position: Development and Marketing 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: Eden Hoff, Hannah Hall, Kelly Noonan

Mission: Development and Marketing

In the office of Development and Marketing, our goal is to fully, timely and consistently fund the budgets, projects, and programs of Catholic Charities Dallas through major gifts, event revenue, grants, campaigns, planned-giving and marketing/branding. We cultivate our relationship with current and prospective donors through events and engage the community via social media and other means of communication.

Internship Description

The intern will receive the opportunity to develop their creativity and problem-solving with community outreach and marketing. The outcomes of this role are supporting the Development program. 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 Development and Marketing.

Responsibilities Include

- Support the acquisition of donor gifts, build brand awareness, increase lead generation, and enhance the donor experience
- Monitor all social media platforms, engage with community partners, and brainstorm new ways to heighten social media presence
- Promote our brand image through copywriting and adherence to established brand standards
- Successfully design and deliver printed and digital collateral on strict deadlines
- Use WordPress, Adobe CC, HubSpot, MS products, Asana, and Raiser's Edge, Canva
- Perform all other duties assigned

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 Manger 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 on boarding 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