



Parish and Community Relations

Internship: Contact Management

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: Parish Community Relations Contact 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: At least one semester

Supervisor: Devyn Buschow, dbuschow@ccdallas.org

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

The Parish and Community Relations Department assists the mission of Catholic Charities Dallas by building, maintaining, and improving our community relations with Catholic and non-Catholic community stakeholders alike. This internship will allow you to develop personal, professional, and technical skills which you can take with you into the social service job market. Tasks will include real-world database software experience and teamwork in an office environment.

Responsibilities Include

- Database management, input, and organization
- Utilizing software such as Hubspot and Blackbaud services, including Raiser's Edge.
- Input data from existing excel tracker to database system
- Assist with the transfer of data from Hubspot to Raiser's Edge
- Assist with updating and correcting existing contacts in Hubspot system
- Tracking data trends and communication efforts between multiple organizations

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

- 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.