



**Position Title:** Intern

**Department:** Marketing and Development

**FLSA Status:** Non-Exempt, hourly

**Location:** Lincoln, Nebraska

**Reports to:** Vice President of Marketing and Development

**Date Created:** August 2023

**God** has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

**Position Summary:** This paid intern position will assist in the marketing, promotion and development of Catholic Social Services of Southern Nebraska. The total number of hours worked and the total duration of this internship will be based on our needs and the intern's availability. The intern will work under the direct supervision of the Vice President of Marketing and Development.

**Essential Functions:**

- Donor relations
- Marketing
- Design and layout
- Event planning and management
- Volunteer recruitment and retention
- Database management
- Other duties as assigned

**Preferred Competencies:**

- Currently enrolled at the University of Nebraska-Lincoln with completion of one year of coursework
- Demonstrated written and verbal communication skills
- Detail oriented

**Qualifications:**

The total number of hours worked and the total duration of this internship will be based on our needs and the intern's availability. The intern will work under the direct supervision of the Vice President of Marketing and Development. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 15 pounds.

**Working Environment:**

While performing the duties of this job, the employee is primarily working within indoor weather conditions. The noise level in the work environment is usually moderate.

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.