



Position Title: E-commerce intern
Department: E-commerce
FLSA Status: Non-Exempt, hourly + commission
Location: Lincoln, Nebraska
Reports to: E-commerce director
Date Created: September 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 promoting and selling e-commerce for 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 director of e-commerce.

Essential Functions:

- Research, describe, and photograph items sold online
- Communicate with potential buyers on e-commerce platforms
- Organize and schedule pick-ups and shipments for buyers
- All other duties as assigned.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS' mission.

Preferred Competencies:

- Currently enrolled in college courses with completion of one year of coursework or more
- Knowledgeable and proficient with social media. Preferred knowledge of Facebook Marketplace.
- Demonstrated written and verbal communication skills
- Detail-oriented and Self-motivated

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.

Qualifications:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Physical Demands:

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.

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