

Partnership for Youth – Position Description

Summer Intern

Organization Summary

Partnership for Youth [PFY] is a non-profit organization dedicated to the coordination and delivery of programs and events for Catholic Youth. Founded in 2002, PFY provides transformational Catholic events for middle and high school students. We specialize in large dynamic youth events, bringing together youth from ten states and Canada. PFY reaches over 7,000 youth each year with a powerful message of hope. We offer a collaborative and engaged work environment, where you become part of the large Partnership for Youth family.

Position Information

Job Title:	Summer Intern	Status:	Stipend
Reports To:	Office & Outreach Support Specialist	Location:	Bloomington, MN
Position Type:	Part-time 15 hours per week		

Position Summary

The summer intern provides vital support to the Office & Outreach Support Specialist and Outreach & Event Coordinator to ensure that all Partnership for Youth summer conferences run smoothly.

Essential Duties and Responsibilities

- Assist with general office tasks
- Respond to phone or email inquiries
- Provide support to event core team members
- Update and print documents, forms and posters
- Organize and inventory conference supplies
- Handle special projects as requested

Travel:	The Summer Intern will travel to each Steubenville Conference site in July.
Hours:	Core hours for this position will fall within the hours of 8:30 a.m. to 5:00 p.m. Monday through Friday. Actual working hours will be negotiated with applicant.
Start Date:	May 2020

Qualifications

- Two years of college is preferred
- Excellent organizational and planning skills
- Exceptional verbal and written communication skills
- Proficiency in MS Office is required
- Self-motivated, resourceful, and detail-orientated
- Excels in a team environment
- Passionately committed to the PFY mission
- Must demonstrate a mature and stable commitment to and support of the teaching of the Catholic Church through daily life as well as verbal and written communication

Application Instructions

Candidates should submit a cover letter and resume to Amy Cummings, Executive Director, via e-mail. Please address them to amy@partnershipforyouth.org, using your name as the name of your file (i.e., lastnamecover.doc; lastnameresume.doc), and including Summer Intern in the subject line.