

USCCB INTERNSHIP JOB DESCRIPTION

Name	Position Title		Position Reports to:
	International Justice and Peace (IJP) Intern		Dr. Stephen Colecchi, Director, and IJP Policy Advisors
Department/Office	Level	Location	
Office of International Justice and Peace (IJP)	Academic Intern	Washington, DC	Academic Stipend: \$231per week for full time (28 hrs/week; \$8.25 hr)

PART I - POSITION DESCRIPTION

PURPOSE: In two sentences state the major function(s) of the position.

The Intern contributes to the mission of the United States Conference of Catholic Bishops by supporting the work of the Office of International Justice and Peace. The intern will have opportunities to enrich his or her academic program or career preparation through engaging in research and working with policy advisors on a range of international issues.

MAJOR DUTIES AND RESPONSIBILITIES

Continuing Responsibilities: (List from highest to lowest priority.)

Responsibilities may include:

- Working with and supporting policy advisors and the IJP director in all phases of their daily work.
- Doing research and contributing to reports, educational materials and web-based resources.
- Assisting in developing and implementing materials and programs for global poverty campaign.
- Attending Congressional and think tank meetings and summarizing discussions.
- Assisting with preparation and execution of the semi-annual meeting of the Bishops' Committee on International Justice and Peace and the Annual Catholic Social Ministry Gathering.
- Interacting with internal partners, including General Services, Government Relations, Digital Media, Migration and Refugee Services and other departments as needed.
- Assisting with responses to external partners, including staff of dioceses and parishes, foreign Catholic bishops' conferences, Catholic Relief Services, non-governmental organizations, and the U.S. government.
- Assisting in organizing special projects and creating educational resources and activities.
- Revising and updating web resources. Maintaining or organizing files and records.
- Responding to inquiries and drafting correspondence.
- Helping with design, development, and updating of website pages.

PART II - QUALIFICATION REQUIREMENTS

Formal Education

Level: Must be enrolled in an undergraduate program in the junior year or above. Graduate students preferred. Exceptions may be made if changing careers or returning to the workforce.

Major Field/Specialty: International affairs and/or Catholic Social Teaching or related field preferred.

Other Specialized Training: (i.e. word processing, personal computer, knowledge of Catholic Church, etc.): Knowledge of Catholic Church and Catholic social teaching; knowledge of international affairs; strong writing and research skills; experience in using Microsoft Office applications and internet/web; organizational skills

Language Requirement: (if any) Foreign language is helpful, especially Spanish, but not required.

PRACTICAL EXPERIENCE

Type and Nature of Professional Experience: Research and administrative experience recommended.

Number of Years Required: 1 year recommended but not required

PART III - PERSONAL CONTACTS

Please describe briefly the types of contacts you have, with whom (i.e., inside or outside the USCCB), how often, etc.

Within USCCB: Contact with other USCCB offices including Executive Offices, General Services, Government Liaison, General Counsel, Media Relations, Migration and Refugee Services and other departments.

Outside USCCB: Contact with U.S. bishops, representatives from U.S. dioceses and parishes, foreign Catholic bishops' conferences, Catholic Relief Services and other non-governmental organizations, and the U.S. government.

The Intern will have the opportunity to attend periodic meetings on various issues, including meetings of bishops and their advisors.

DECISION AREAS

Please specify if your authority to make decisions is under direct, general or very limited supervision by others. *Cite examples, if necessary.*

Direct supervision by director and general supervision by policy advisors and director for education and outreach (on Catholic Campaign Against Global Poverty)

SPECIAL PROJECTS AND/OR OTHER INFORMATION

If Intern has language skills, he/she will occasionally be asked to translate short documents or communicate with foreign contacts in that language.

WORKING CONDITIONS/PHYSICAL EFFORT

Ability to operate computer, copier and other office equipment and to set up for meetings.

DATE

INTERN

DATE

IMMEDIATE SUPERVISOR

DATE

DEPARTMENT/OFFICE DIRECTOR

DATE

OFFICE OF HUMAN RESOURCES