



St. Mary's Catholic Campus Ministry
at Stephen F. Austin State University



POSITION DESCRIPTION

Title: Event Team Intern

Primary Purpose

The purpose of the Events Team is to assist in the creation, organization, advertisement, and execution of programs and events.

Primary Responsibilities

1. Help develop, organize, plan, and execute events and programs of St. Mary's CCM as assigned by and in coordination with the Event Team Director.
2. Complete an Event Planning Document for each event you are assigned at least 2 weeks prior to the event (preferably four or more weeks prior to the event).
3. Ensure good communication with events team, media team and leadership.
4. Coordinate appropriate advertisement of events with the Media Team and Administrative Interns.
5. Coordinate efforts with staff, students leaders/organizations, and volunteers.
6. Attend Bi-weekly Leadership Team Meetings.
7. Provide feedback on and suggest improvements for St. Mary's CCM events.
8. Perform additional duties as assigned/needed.
9. Help prepare the food for ignite weekly.

General

1. Attend monthly leadership team meetings.
2. Attend Upper Room events

Qualifications

- Strong Catholic Faith and evangelical zeal
- Servant leadership qualities
- Experience planning and leading events preferred

Primary Relationships

Event Team Interns report directly to the Event Team Director and the Campus Minister. Event Interns will collaborate with and interact frequently with other interns, FOCUS Missionaries, students, and volunteers.