

Duke Catholic Center
Federal College Work-Study and Duke Work-Study Program

JOB DESCRIPTION
DEVELOPMENT COMMUNICATION INTERN

POSITION SUMMARY:

The Development Communication Intern will work directly with the Duke Catholic Center's Assistant Director of Development. The intern will assist with writing and editing for written and digital communications, as well as stewardship content for donors.

RESPONSIBILITIES:

- Research and find stewardship content that is relevant to our community.
- Write and edit content for print and electronic publications, including quarterly newsletter, Guardian Angel Society (monthly donors) newsletter, young alumni newsletter, and leadership level donor newsletter.
- Reach out to students and Duke faculty to solicit personal stories.
- Other duties as assigned.

QUALIFICATIONS:

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Strong written and verbal communication skills. Professional writing experience a plus.
- Detail-oriented and organized.

BENEFITS:

- Build your portfolio of work and establish employment reference from a highly successful organization.
- Contribute meaningfully to an organization that has become a leading innovator in Catholic campus ministry.
- Flexible scheduling.

PAYMENT:

- \$15.00 per hour
- Every two weeks

TIME AND TERM OF EMPLOYMENT:

- August 23, 2022 to April 30, 2023
- Minimum of 8, Maximum of 15 hours per week, every week; flexible scheduling of work hours during Duke Catholic Center business hours 9am-5pm. Occasional hours to be worked after business hours during special events.
- Office location will be at the Duke Catholic Center's offices in the Page Building or the Falcone Arena House. Duties require student to travel around East Campus and West Campus. Student is responsible for all travel to and from.