

Parish and Social Justice Ministries of Catholic Charities Atlanta
ACADEMIC YEAR INTERNSHIP '08 – '09

The Parish and Social Justice Ministries Program of Catholic Charities Atlanta is seeking an academic year intern to work with the Catholic Relief Services and Catholic Campaign for Human Development components of the office.

Catholic Relief Services is the official international relief and development agency of the Catholic Church. The Catholic Campaign for Human Development is the domestic anti-poverty campaign of the Catholic Church.

Responsibilities

Corresponding with parishes in the Archdiocese of Atlanta and various community organizations alike about various CCHD and CRS events and programs

Promoting Catholic Social Teaching in a variety of settings

Assisting in event coordinating

Grant reviewing

Providing office support

Other responsibilities as assigned

Intern must be available for an all-expenses-paid, multiple-day training in Washington DC in June. Transportation to 680 W. Peachtree NW is a must (we are directly across from the North Avenue Marta Station.)

Qualifications

Experience in Microsoft Office (Excel, Outlook and Publisher)

Strong written and verbal skills in English

Excellent organization and communication skills

Strong interest in Social Justice

Interest in Domestic and International issues

Fluency in Spanish is preferred

Must be currently enrolled in undergraduate or graduate school

Hours

Intern will work approx 10-18 hours per week (pending) during the 2008-2009 academic year. A stipend of \$10 an hour will be paid.

How to Apply

Please e-mail resume and cover letter by April 18, 2008 to the attention of Colleen Smith

E-mail: csmith@archatl.com

Phone: 404.885.7472

Fax: 404.885.7816

Visit the Catholic Charities Atlanta website and click on the Parish and Social Justice Ministries program at www.catholiccharitiesatlanta.org for more information about how these programs function within the Archdiocese of Atlanta.

To find out more about CRS, please visit www.crs.org / and for CCHD, please visit www.usccb.org/cchd.

Catholic Charities Atlanta
680 W. Peachtree St. N.W. Atlanta, GA 30308
www.catholiccharitiesatlanta.org