



2025 FALL INTERNSHIP JOB DESCRIPTION

REMOTE AND IN-PERSON (WASHINGTON, DC)

FALL INTERNSHIP DATES: WED, OCT. 1 - WED, DEC. 10, 2025

APPLICATIONS DUE: SEP 12, 2025

10-15 HOURS/WEEK

The GIVEN Institute (“GIVEN”) is a not-for-profit organization dedicated to activating the gifts of young adult women for the Catholic Church and the world. GIVEN’s mission is to inspire and equip the next generation of female leaders to “receive the gift that they are; realize the gifts they have been given; and respond with the gift that only they can give.” Through leadership training, faith formation, and dedicated mentoring, GIVEN helps form women for mission and for life.

GIVEN Interns have the opportunity to develop their gifts, gain professional experience, and support the various projects outlined below. The ideal candidates are highly self-motivated, organized, creative, and able to prioritize concurrent responsibilities and deadlines. The candidates should possess a passion for the formation of young adult Catholic women and be able to thrive in a dynamic, entrepreneurial work environment.

Please review general requirements, and sample job descriptions below:

Intern Qualifications and Skills:

- High School Diploma or equivalent
- Actively pursuing a college degree
- Excellent organizational skills and attention to detail
- Strong verbal and written communication skills
- Ability to work creatively, independently, and collaboratively

Additional Preferences: A practicing Catholic, in good standing with the Church, and a person of prayer.

To Apply: Please complete the [GIVEN Institute Internship Application](#) by Friday, September 12, 2025 at 11:59 PM Eastern.

Fall 2025 Openings:

Marketing Intern (Remote or In-Person in Washington, DC)

- Support event marketing campaign
- Participate in social media planning
- Support event webpage updates

Priority Skills and Interests:

- Interest in marketing, with a desire to learn and grow
- Familiarity with social media platforms
- Graphic design skills a plus



Mentoring and Alumnae Program Intern (Remote or In-Person near Austin, TX)

- **Mentoring Program**
 - Assist in organizing program application submissions and track completion.
 - Categorize and organize mentor backgrounds and skills to support the matching process.
 - Assist in preparing and updating training resources for mentors and mentees.
 - Support the coordination of virtual training sessions, including scheduling and attendance tracking.
- **Alumnae Engagement**
 - Support efforts to strengthen alumnae connections by updating contact lists and assisting with community groups (LinkedIn and Facebook).
 - Support in gathering alumnae updates and stories to feature in communications and newsletters.
 - Assist in building alumnae networks by identifying key leaders and mentors in different areas for engagement opportunities.

Priority Skills and Interests:

- The Program Intern will support key projects in program coordination, alumnae engagement, and event support. This role is ideal for someone interested in nonprofit work, with opportunities to build skills in project management, communications, and community engagement while contributing to GIVEN's mission.

Event Intern (In-Person Only; Washington, DC)

- Assist in the coordination and planning for GIVEN's Catholic Young Women's Leadership Forum at Catholic University in June 2026
- Support the coordination and planning for a GIVEN Gathering at Ave Maria University in January 2026
- Other duties as assigned

Priority Skills and Interests:

- Interest in event planning and coordination, with a desire to learn and grow

Operations/Admin Intern (In Person Only, Washington, DC)

- Assist with large scale mailings ensuring timely delivery
- Support with coordinating logistics and set up for events
- Administrative tasks related to digital communications
- Handle office inventory and deliveries
- Other duties as assigned