



## **GIVEN INTERNSHIP JOB DESCRIPTION**

**APPLICATIONS DUE: DEC 31 | INTERVIEWS: JAN 5-16 | OFFERS: JAN 20**

**LOCATION: REMOTE AND IN-PERSON IN WASHINGTON, DC OR AUSTIN, TX**

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 the general requirements, and sample internship 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 Wednesday, December 31st at 11:59 PM Eastern.

## ***2026 Spring Intern Openings (Feb 2-May 1; 15 hrs/week average)***

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

- Support pre-Forum marketing campaign
- Participate in pre-Forum 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

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

- Support coordination for prayer partners for GIVEN Forum in June 2026
- Support logistics for GIVEN Forum in June 2026
- Support preparation tasks for the GIVEN Forum in June 2026

### **Mentoring and Alumnae Program Intern (Remote or In-Person in Austin, TX)**



- Continued support with following up with applicants
  - Assist with communications to mentors and mentees
  - Collect Mentor Bios and organize folders (help highlight skills)
  - Assist with Participants and Action Plan Strategist connections
  - Contribute to the organization of program materials, folders, and participant action plan updates.
- 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.

#### **Operations/Admin Intern (In-Person Only; Washington, DC)**

- Tasks related to Forum volunteer preparations
- Administrative tasks related to digital communications
- Handle office inventory and deliveries
- Support with preparing printed event materials

#### **Advancement Intern (Remote)**

- Assist with donor communications, including thank-you letters, preparing appeal materials and follow-up outreach.
- Support donor event planning
- Support Advancement Administrative tasks

### ***2026 Summer Intern Job Description (May 11-Aug 10; 15 hrs/week average)***

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

- Support Forum marketing campaign
  - Participate in post-Forum 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

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

- Attend staff meetings in preparation for the 2026 Leadership Forum
- Work on-site for the GIVEN Forum in June 2026 (lodging and meals provided)
- Support wrap-up tasks after the GIVEN Forum in June 2026

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

- Assist with final evaluations (track completion and follow-ups, compile and organize responses)
  - Assist in summarizing evaluation data for internal review
  - Assist in highlighting completed Action Plans
  - Support in end of year gift selection and packaging (if in DC area)
- 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.



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

- Tasks related to post-Forum wrapup
- 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

**Advancement Intern (Remote)**

- Assist with donor communications, including thank-you letters, preparing appeal materials and follow-up outreach.
- Support donor event planning
- Support Advancement Administrative tasks