



GIVEN INTERNSHIP OVERVIEW

Remote And In-Person (Washington, DC or Austin, TX)

The GIVEN office is located within Theological College across the street from The Catholic University of America.

15 Hours/Week average

2026 Fall Internship Dates: Monday, October 19 – Friday, December 18, 2026

2027 Spring Internship Dates: Monday, February 1 – Friday, April 30, 2027

2027 Summer Internship Dates: Monday, May 24 – Friday, August 20, 2027

[Please apply here.](#)

For a 2026 Fall internship, please apply **by Wednesday, September 30th at 5:00 PM EST.**

For a 2027 Spring or Summer internship, please apply **by Thursday, December 31st at 5:00 PM EST.**

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.

The GIVEN Institute is currently receiving applications for the following internships:

- **Marketing Intern**
- **Mentoring and Alumnae Program Intern**
- **Event Intern**
- **Operations/Admin Intern**
- **Advancement Intern**

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.



GIVEN INTERNSHIP SAMPLE JOB DESCRIPTIONS

Remote And In-Person (Washington, DC or Austin, TX)

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 (Remote or In-Person in Washington, DC)

- Support coordination for prayer partners for the 2027 Forum
- Support logistics for the 2027 Forum
- Support preparation tasks for the 2027 Forum

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:

- Skills with program coordination, alumnae engagement, and event support, a plus
- Interest in nonprofit work, project management, communications, and community engagement

Operations/Admin Intern (Remote or In-Person in Washington, DC)

- Administrative tasks related to digital communications
- Handle office inventory and deliveries
- Support with preparing printed event materials
- Tasks related to event registration and hospitality

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

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