



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Administrative Intern	DEPARTMENT	Operations
DATE	April 2023	LOCATION	CPLC Office

GENERAL INTRODUCTION

The position of Administrative Intern exists primarily to assist with carrying out the mission of the Catholic Pro-Life Community. All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

SUMMARY OF POSITION

The Administrative Intern position is a part-time position working 12 hours a week and reports to the Director of Operations. The administrative intern will assist at the CPLC's main office with clerical office duties, event / meeting set up and tear down, basic IT and AV assistance of staff, and any other office-related duties as assigned. In addition to these tasks, the intern will be responsible for the organization of an on-site storage area, including the assembly of shelving units, creation and placement of labeling, and movement and organization and long-term secure storage of items. In addition to the normal 12 hours per week, the Administrative Office Intern may also assist with out-of-office events on occasional weekends or evenings. This additional time is considered billable if the total hours in a week exceed 12.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must be capable of lifting and transporting at least 50 pounds (individual boxes, crates, and bags) from ground level to chest level (for instance, a sealed bank bag of coins is 50 pounds)
- Must be able to communicate effectively through e-mail and via telephone.
- Must demonstrate the ability to efficiently use basic Microsoft Office programs, including Microsoft Word, Excel, and PowerPoint, and Outlook
- Must assist other staff on special projects or tasks.
- Must keep track of and prioritize tasks and requests from staff on a revolving basis (with the assistance, supervision, and approval of the Director of Operations)

KEY QUALIFICATIONS

- Understanding and acceptance of our mission and the underlying Church teachings concerning life issues
- Proficiency troubleshooting simple computer errors, such as items not connected, closing unresponsive software, and/or utilizing a task manager are a plus.
- Additional proficiency in other Microsoft Office programs, such as Publisher, including the use of Mail Merges
- Have a standard Class C Drivers' License and be comfortable loading, securing, transporting, and unloading cargo with an open-air flatbed pickup truck with minimal assistance.
- Reliable transportation to and from work, preferably in a personal vehicle
- Status as a College Student – note that currently this internship is not registered under any program or college.
- Understanding and efficient use of database programs (e.g., Raiser's Edge) would be considered a plus.

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The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.