



## St. Peter's Parish & School | Job Description

**POSITION:** Marketing Intern  
**STATUS:** Paid Internship  
**REPORTS TO:** Director of Marketing  
**DEPARTMENT:** Marketing  
**LAST UPDATE:** November 5, 2021

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### Primary Job Functions:

St. Peter's School seeks a highly motivated undergraduate student for a winter internship in the marketing department. This opportunity will provide the student with mentorship from staff in marketing as well as hands-on experience in:

- Content Creation & Communications
- Social Media Marketing
- Print Production
- Digital Marketing
- Direct Mail & Distribution
- Website Design & Management
- Event Planning & Marketing

### Qualifications & Skills:

The ideal candidate is an organized, highly motivated self-starter with interest in non-profit marketing. This internship is intended for an individual considering a career in marketing, communications, graphic design, special events, and/or public relations. Applicants must also be able to pass FBI and BCI background checks and complete the Diocese of Toledo VIRTUS program.

- Attention to Detail
- Positive, Professional Attitude
- Excellent Communication Skills

- Preferred competency in Adobe Creative Suite, especially InDesign, Lightroom, and Photoshop
- Knowledge & Consistent Use of Social Media Apps

**Salary and Benefits:**

This is a part-time paid seasonal position. Interested candidates should send cover letter, resume, and relevant documentation to Angela Rosato, St. Peter's Marketing Committee member, at [rosato.giuliangela@gmail.com](mailto:rosato.giuliangela@gmail.com).

Application Deadline is November 30th, 2021.