



## St. John of the Cross Church

Order of Carmelites

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### Summer Intern Job Description:

St. John of the Cross Parish is looking for a summer job intern to help in the Parish and Youth Ministry works. This will be a great opportunity for a motivated and organized individual to work in a church setting, contributing to meet its many needs. This position will work with and report directly to the pastor.

### Summer Intern Responsibilities:

#### Assist in Youth Ministry Works:

1. Social Media graphic creation
2. Sacramental document filing
3. Flocknote database refining
4. Cross Camp 2021 Pre-Planning
5. Sunday Commentary Preparation

#### Assist in Parish Works:

1. Data Entry
2. Record filing
3. Organizing old records & labelling
4. Archiving records
5. Sanitizing church
6. Maintaining cleanliness of church facility
7. General Yard Work
8. Any other tasks as needed

#### Qualifications:

- The ideal candidate must be knowledgeable in excel, trustworthy, and hardworking.
- Able to work on weekends when the church re-opens to coordinate sanitizing works of volunteers.
- Good work ethic, able to work alone or in a team setting.

#### Requirements:

- Candidates must be between 16-30 years of age
- These tasks are to be performed at the parish, where all members will work together in a socially distanced manner
- The successful applicant must have a laptop available to use for work purposes.

#### Other Information:

- Start Dates for these positions: Monday 06 July – Friday 28 August, 2020
- Hourly rate of pay: \$15/hour

**Application Deadline: Noon on Monday, June 29, 2020 | Email Resume to [office@sjocross.org](mailto:office@sjocross.org)**  
**Those chosen for an interview will be called by Tuesday, June 30, 2020 for interviews on the morning of Friday, July 3 or Saturday, July 4.**