Catholic Speakers Organization

**Client Relations Intern:**

* **Job Title:**Client Relations Intern
* **Department:**Sales
* **Reports to:**Chief Operating Officer

**Primary Duties and Responsibilities**:

* Working with clients to help them discern the best speaker for their event, while contracting as many events as possible.
* Coordinating event details, contract details & acting as a liaison for both clients and speakers
* Fielding incoming inquiries and making outbound calls to book speakers for events
* Managing several data base systems and ensuring accuracy with data entry
* Managing and growing the CSO Referral Program

**Qualifications / Skills:**

* Self motivated with high ambition
* Time management skills, effectively manage your own schedule
* Thrives under autonomy and creatively thinks outside the box
* Problem solve and critically think
* People skills, specifically communicating via phone and email
* Basic understanding of Microsoft Excel / Word / Powerpoint and related programs
* Disciplined abilities with documenting and note taking
* Cold calling experience, or the willingness to learn
* A love for entrepreneurship, fearless of failure and growing business goals

**Expectations & Goals**:

- 10 dedicated hours per week (must be between 9am - 5pm business hours)

- Work from any location (remote)

- 2 scheduled 15 to 30-minute calls with management (Monday & Friday)

- Internship will be for class credit toward graduation (independent study compliant)

- Monetary compensation TBD

- CSO will provide all necessary training

- Start date would mutually decided

- Duration of the position will go the entire semester with ability to renew

**Donors Relations Intern**:

* **Job Title:**Donor Relations Intern
* **Department:**Development
* **Reports to:**Chief Operating Officer

**Primary Duties and Responsibilities**:

* Promote awareness of CSO's Spread The Faith non-profit mission
* Expand existing donor base
* Research potential donors, foundations, and other development opportunities
* Represent the organization’s mission to donors, potential donors, and other external stakeholders
* Maintain existing relationships with individual and corporate donors, including acknowledgment and recognition through personal contact and efficient customer service.
* Coordinate and execute fundraising campaigns to meet the organization’s targets

**Qualifications / Skills:**

* Excellent interpersonal communication skills on a level that is respected by our donors and board members
* Candidates should pay attention to details, be able to work both independently and with a team in a fast-paced environment, be dependable, take direction, and meet deadlines
* Customer service and event-planning experience are preferred. Candidates should be computer literate, especially with Microsoft Word, Excel, and Outlook
* Verbal communication
* Organization
* Professionalism
* Customer focus

**Expectations & Goals**:

- 10 dedicated hours per week (must be between 9am - 5pm business hours)

- Work from any location (remote)

- 2 scheduled 15 to 30-minute calls with management (Monday & Friday)

- Internship will be for class credit toward graduation (independent study compliant)

- Monetary compensation TBD

- CSO will provide all necessary training

- Start date would mutually decided

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**Social Media Marketing Intern**:

* **Job Title:**Social Media Marketing Intern
* **Department:**Marketing
* **Reports to:**Chief Operating Officer

**Primary Duties and Responsibilities:**

* Manages the company’s social media accounts and posts content.
* Brainstorms campaign ideas.
* Monitor various social media platforms such as Facebook, Instagram, Twitter & YouTube.
* Analyzes analytics to gauge the success of campaigns.
* Understands the overall concept of the company, including the brand, customer, product goals, and all other aspects of service.
* Engages with customers or clients and provides service and/or sales.
* Provide suggestions to management for improving customer experience on social platforms and internal processes.
* Learns and becomes proficient on internal software systems.
* Assists in creating performance reports.

**Qualifications / Skills:**

* Social media marketing
* Online engagement
* Verbal communication
* Organization
* Professionalism
* Customer focus

**Expectations & Goals**:

- 10 dedicated hours per week (must be between 9am - 5pm business hours)

- Work from any location (remote)

- 2 scheduled 15 to 30-minute calls with management (Monday & Friday)

- Internship will be for class credit toward graduation (independent study compliant)

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