

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Evangelization Intern

EFFECTIVE DATE: 3/2026

DEPARTMENT: Communication & Evangelization

POSITION SUMMARY:

The Evangelization Intern reports to the Managing Director for Parish Evangelization and works with an internship supervisor to support the overall evangelization efforts of the Archdiocese of Cincinnati in a specific area of assignment. This position offers hands-on experience with evangelization, mentorship opportunities, and a pathway for vocational discernment.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with a solid understanding of the Catholic Church. Passion for the Catholic faith and sharing it with others.
2. Must be enrolled in a college/university undergraduate or graduate program or have graduated from such program within the last calendar year.
3. Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, and regularly receiving the sacraments.
4. Must have a basic understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, and sacraments.
5. Must be able to communicate effectively with a wide variety of people.

REPORTS TO: Managing Director for Parish Evangelization

DUTIES & RESPONSIBILITIES:

- 1.* To collaborate with the Managing Director for Parish Evangelization, internship supervisor, and faculty supervisor (if applicable) to complete and fulfill the "Internship Agreement" including all goals, responsibilities, typical work schedule, and academic responsibilities (if applicable).

SUPERVISION RECEIVED: Managing Director for Parish Evangelization

SUPERVISION EXERCISED: None

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:	Hourly	7 hours per day	20 hours per week
	305 Days	10 months	

SALARY RANGE: \$15.00 / hour

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

_____	_____	_____
Employee Signature	Printed Name	Date
_____	_____	_____
Supervisor Signature	Printed Name	Date