

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Summer Intern (paid position)

EFFECTIVE DATE: 5/26

DEPARTMENT: Communications, *The Catholic Telegraph*

POSITION SUMMARY:

The Catholic Telegraph, the official publication of the Archdiocese of Cincinnati, seeks a talented, creative and organized intern for the summer of 2026 (10-12 weeks in total). The ideal candidate will have a sincere interest in storytelling that conveys the beauty, goodness and truth of the Catholic faith, as well as a strong work ethic and attention to detail. This is an opportunity to gain hands-on experience in Catholic journalism, both in editorial and operational work, while being part of a dynamic team of creatives and making a tangible contribution to the Catholic Church in western and southwestern Ohio.

The Summer Intern will report to the Editorial Director of *The Catholic Telegraph* and collaborate with the entire staff of the Communications Department. The Summer Intern must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with solid knowledge of the Catholic Church. Passion for the Catholic faith and sharing it with others. Open to engaging with stories of faith.
2. Strong interest in multi-media storytelling. Possess, or be working toward, a degree in journalism, English, marketing, communications, or related field.
3. Proficiency with, or willingness to learn, WordPress. Basic familiarity with digital publishing tools (e.g. Content Management Platforms, database programs, and Google Docs).
4. Ability to work both collaboratively and independently, respond productively to coaching, and meet deadlines. Appropriate sense of urgency with strong attention to detail.
5. Team player. A person who is collaborative and enjoyable, pleasant and responsive; someone who builds productive and mutually respectful relationships and engenders trust.

REPORTS TO: Editorial Director of *The Catholic Telegraph*

DUTIES & RESPONSIBILITIES:

- 1.* Engage in pursuing, researching, and writing stories for print and/or digital publication, with opportunities for bylines.

