



Holiness * Service to the Poor * Simplicity * Commitment to Faith * Charity

Job Description

Job Title: Education Associate Unpaid Internship

Reports to: Education & Formation Program Manager

Job Status: Full-Time or Part-Time, Unpaid Internship

Location: Liz Carter Center, 1125 William L. Mallory Sr. Street, Cincinnati, OH 45214, (In-Person)

Eligible Academic Terms: Fall Semester 2026, Spring Semester 2027

Work Schedule: Can be full or part time. We can work around the school schedule of classes. Most of the hours will be between Monday-Friday 8:00 AM – 4:30 PM; some evening/weekends possible

Job Summary:

The Education & Formation Program is a service-learning program of SVDP-Cincinnati enabling participants to fully connect their experiences in service with expressions of faith and social justice, engage the local community as partners in that effort, and grow participants through a journey of self and communal discovery while being immersed in the community. The Education Associate assists the program manager in the creation and facilitation of programming to deepen participant awareness of our neighbor's needs, inform on best practices, and promotes a deeper appreciation of Catholic Social Teaching and Vincentian Spirituality with those engaging with the Society through our quality immersive experiences.

Responsibilities and Duties:

- Assist in the development of educational program curriculum addressing current issues, integrating Roman Catholic Social Teaching and Vincentian spirituality, as appropriate to the audience
- Support the preparation and implementation of Education & Formation programming, primarily through the Ozanam Center for Service Learning
- Support and foster the spiritual and personal development of participants as needed
- Facilitation of dynamic immersion experiences, workshops, and activities according to group needs & requests, includes presenting to audiences of varying backgrounds
- Processing of evaluations and data entry to provide regular reporting.
- Perform other duties as assigned to support our Community Partners engaged in our programming, the Services Team, and the overall mission of St. Vincent de Paul – Cincinnati.

Qualifications:

- Due to the nature of this position, must be willing to engage, present, and openness to utilizing Roman Catholic Social Teaching and Vincentian spirituality.
- Education/Experience Background – Currently, or will be participating, in an accredited post-secondary degree program with a preference for: Theology (Roman Catholic), Education, Social Work, Public Health, Public Policy, Political Science, History, Pre-Law or related fields
- Self-motivated with the ability to work independently, adapt, and meet deadlines.
- Well-organized with a keen attention to detail.
- Ability to operate an automobile, including a 15-passenger program van.
- Ability to lift and carry up to 50 lbs.
- Ability to walk, stand, and bend for long periods of time. Work with standard office equipment at a desk and in greater community. Walk long distances or stand on feet for long periods, and ability to work in variety of weather conditions for extended periods.
- Ability to speak, hear, and engage in effective communication, both in person, via computer, and over the telephone; including ability to type.
- Must be 18 years of age or older.

To apply:

- **Send letter of interest and resume to: ozanam@svdpcincinnati.org**