



CATHOLIC FOUNDATION
of West Michigan

Communications, Social Media & Event Support Intern for Academic Year 2026-2027

Application deadline: September 23, 2026

The Catholic Foundation of West Michigan seeks a creative, motivated, mission-aligned **Communications, Social Media & Event Support Intern** to strengthen the Foundation's online presence and help plan and execute select events. This role offers a hands-on opportunity to grow skills in nonprofit communications, digital storytelling, and event planning while advancing the mission of the Catholic Church in West Michigan.

The ideal candidate brings a positive, collaborative spirit and a willingness to support the work of the Catholic Church, her teachings, and her ministries.

Key Responsibilities

- Develop, schedule, and manage social media content (primarily LinkedIn), helping to strengthen the Foundation's online presence and engagement.
- Research and craft compelling content featuring authentic Catholic content that resonates with diverse audiences.
- Write with versatility—producing content that is professional, inspiring, and timely.
- Work independently and collaboratively alongside a mission-driven team committed to faith, service, and excellence.
- Engage with Catholic parishes, schools, or ministries to support storytelling and communication efforts that demonstrate the Foundation's mission and impact.
- Help communicate the impact of donor generosity by sharing stories that highlight how lives and ministries are strengthened across the diocese.
- Assist with event planning, including:
 - Create promotional materials and support event communications
 - Coordinate logistics with staff and ministry partners
 - Provide day-of support (check-in, hospitality, photography, etc.)
 - Contribute creative ideas to enhance donor and community engagement

Preferred Qualifications

- Strong writing and storytelling skills, with creativity and attention to detail.
- Highly organized, reliable, and able to manage multiple tasks, timelines, and priorities.
- Familiarity with Catholic Church teaching and openness to learning and working in a faith-based environment.
- Experience with social media management, basic web design, or digital communication tools.
- Photography or graphic design skills (e.g., Canva, Adobe Creative Suite) are a plus.
- Interest in nonprofit communications, event planning, and community engagement.

What You'll Gain

- Hands-on experience in nonprofit communications and digital media strategy
- Opportunities to build a portfolio of writing, social media, and storytelling work
- Exposure to event planning and donor engagement
- Mentorship from a collaborative, mission-driven team
- A deeper understanding of how philanthropy supports Catholic ministries and communities

Scope of Work

- Expected Hours per Week:
Minimum of 5 hours per week, with an anticipated commitment of approximately 10 hours per week depending on events and availability.
- Internship Duration:
Ideal candidates will commit to a minimum of two or more semesters to ensure continuity, training investment, and meaningful project involvement.
- Compensation:
This is an unpaid internship opportunity designed to provide hands-on experience, professional development, and exposure to nonprofit operations.
- Work Environment (Hybrid/Remote):
This is a hybrid position. Interns are expected to be available in person for events and event preparation activities. Responsibilities such as social media management and administrative tasks may be completed remotely, with regular check-ins to ensure progress and support.

About the Catholic Foundation of West Michigan

- Founded in 1995 under the leadership of Most Reverend Robert Rose, the ninth Bishop of Grand Rapids, the Catholic Foundation of West Michigan began with a mission to support Catholic education. Today, its impact extends across a wide range of ministries throughout the Diocese of Grand Rapids.
- With hundreds of endowed and donor-directed funds, the Foundation fosters a thriving Catholic community—now and for generations to come.

Location:

Catholic Foundation of West Michigan
360 Division Ave S
Grand Rapids, MI 49503

To Apply

We welcome candidates who are excited to contribute their talents in service of the Church's mission.

Qualified candidates should email the following to **Sarah Sobel** at ssobel@cfwmi.org with the subject line: **"Internship Application"**

1. A cover letter
2. A professional résumé
3. One letter of reference
4. The names of two professional references