

# **Diocese of Dallas Synod**

## **Student Internship – Event Project Assistant**

**Position:** Event Project Assistant Intern for Dallas Synod

**Location:** Hybrid in-person & virtual

**Time commitment:** 12-15 hours a week.

**Hiring Timeline:** Position open *September 2021*

**Duration:** September 2021 - May 2022 with possibility of extending through summer 2022

**On-Site Supervisor:** Lacy de la Garza, 214-379-2885, [ldelagarza@cathdal.org](mailto:ldelagarza@cathdal.org)

### **About Diocese of Dallas Synod:**

A Synod is a unique event in the life of a diocesan Church, wherein the Bishop, exercising the office proper to him of governing the local Christian community, invites a process of dialogue with clergy, religious, and the lay faithful of the diocese with the purpose of establishing a clear vision for pastoral care normative to the present time and culture. The Dallas Synod begins on December 12, 2021 on the 490th anniversary of the apparition of Our Lady of Guadalupe and concludes on December 12, 2031 which is the 500th anniversary of the apparition. The Chair of the preparatory commission oversees the preparatory commission, which is responsible for planning the preparatory phase in 2021, executing the preparatory phase from 2022-2023, and executing the synod itself in 2024.

### **Position Description:**

The Diocese of Dallas has not held a synod in nearly 100 years, and has chosen now to examine two main questions. What does the Catholic Church in Dallas look like post-pandemic, and what should it look like? Using these guiding questions, the synod preparatory commission holds the responsibility of writing the Synod Directory for the Dallas Synod scheduled in 2024, as well as executing the listening sessions during the preparatory phase. This position will execute the necessary pre-work for the Synod by assisting with preparatory phase event logistics. You are an integral part in executing the necessary events of the preparatory phase of the Dallas Synod in 2024. These events in turn contribute positively to the future of the diocese and the Catholic faith in Dallas. Your efforts will lead to a more engaged, informed, and active faith-filled community. This internship with the Diocese of Dallas Synod will allow you serve others and develop yourself in a professional, constantly growing environment. This position will allow you to gain valuable event management, administrative, organizational, and communication skills.

**Duties include:**

- Familiarize yourself with the intricacies of the synodal process
- Keep records, database, and task assignment processing up to date
- Manage event logistics for 1-4 events per month related to the Synod preparation
- Contact event locations, vendors, caterers, etc.
- As academic schedule allows, set-up and help execute events on-site

**Necessary Skills:**

- Exceptional digital organizational skills
- Event management experience
- Excellent written and verbal communication
- Able to make and receive professional phone calls
- Attention to detail
- Self-starting and friendly attitude
- Time management
- Problem-solving
- Helpfulness

**What makes a great synod event project assistant intern?**

- Upperclassmen or Graduate students preferred. Exceptional underclassmen will be considered
- Awareness of and enthusiasm for the Catholic Church
- Event planning experience
- Some familiarity preferred in Teams and SharePoint, or at least a high level of computer savvy & an intermediate level of data entry ability
- Excellent communication, interpersonal, phone, and organizational skills
- Bilingual preferred (English & Spanish), but not required
- Highly motivated & autonomous individual, self-starter, with excellent time management skills
- Teamwork, management, leadership skills; must be able to coordinate and work with supervisor closely to make sure tasks are completed correctly and on time
- An attitude of helpfulness and courtesy
- Problem solving & critical thinking skills
- Hospitality industry experience a plus, or at least capable of thinking through the experience of another from beginning to end

## **Evaluation**

You will report directly to the Chair of the Synod Preparatory Commission and will be evaluated on the following elements:

- Discretion
- Attention to detail
- Ability to conceptualize and execute a variety of event types
- Ability to project manage
- Ability to communicate well with a wide variety of people across sensitive and less sensitive topics

Your supervisor will hold regular one-on-one meetings with you to discuss growth, goals, and development. This internship is an excellent way to both develop and demonstrate your skills, as well as a chance to grow as a professional individual through receiving feedback on your performance and areas of growth. You will be asked to self-evaluate regularly and keep track of your own tasks as well as the tasks of others.

**To apply: Email your resume and cover letter to [ldelagarza@cathdal.org](mailto:ldelagarza@cathdal.org).**

*After being screened, if you are chosen for the internship then you will also need to complete the following steps.*

1. Submit a screening form through the Diocese of Dallas website that includes information to complete a background check and submitting 3 references.
2. Complete a video training on Sexual Abuse Awareness.
3. Complete a Safe Environment interview.