

Internship Positions Summer 2027

ACCOUNTING

Primarily, this position is open to current college students with a graduation date during or before summer 2027 and who are majoring in Accounting or Finance, with background and interest in developing an array of skills in a professional mission-oriented environment. This position will provide hands-on experience in the field with specific exposure to revenue, payables, general ledger analysis, yearly audit support, monthly reporting, data entry in accounting software, and ad-hoc projects requested by the Accounting Managers, the Finance team, and various departments as needed. A successful candidate will have experience from advanced accounting courses and/or prior internships, a high attention to detail, a desire to learn and gain exposure to numerous aspects of accounting, basic comfortability and experience with Excel, and a desire to grow in faith through a Christ-oriented work environment striving to fulfill the Great Commission. Compensation: Accounting interns will receive a competitive hourly wage and an additional stipend for rent and/or travel.

MISSION DEVELOPMENT EVENTS - BENEFACITOR ENGAGEMENT

The Mission Development Events intern plays a crucial role in planning events that invite our benefactors deeper into the mission of FOCUS. The benefactor engagement intern will assist the team with various event planning projects pertaining to FOCUS benefactors, including (but not limited to) menu planning, coordinating welcome gifts, communicating with vendors via telephone and email, designing room layouts, and other tasks as needed. At the end of the internship, the benefactor engagement intern will propose a new event to be hosted for benefactors in coming years. Compensation: The MD events intern will be asked to fundraise \$5,000 by May 1, 2027, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

DONOR COMMUNICATIONS - OPERATIONS

FOCUS relies heavily on the generosity of our Donors, and it is our mission to know, care, love, and take our Supporters on mission in our daily work! The Donor Communications - Ops intern will be expected to aid in that mission by communicating with and stewarding our generous supporters through phone, email, and daily administrative tasks. This will require excellent communication skills over the phone and through email with a willingness to learn our systems and processes to serve our Donors and Staff. Other daily/weekly tasks may include supporting the onboarding of new missionaries and donors by working in our database or acknowledging donors through written or verbal communication. **Compensation:** The Donor Communications - Ops intern will be asked to fundraise \$5,000 by May 1, 2027, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

MEDIA OPERATIONS- YOUTUBE

The Media Operations - The YouTube intern plays a key role in planning and creating videos to help advance the Gospel. This intern will be tasked with creating YouTube videos, organizing archive footage, and identifying trends with the YouTube algorithm.

Compensation: The YouTube intern will be asked to fundraise \$5,000 by May 1, 2026, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

MARKETING - DIGITAL MARKETING

The Marketing Intern will be expected to assist with project intake, research, content and creative development, project tracking, and day-to-day coordination.

He/she will have the opportunity to learn about various Marketing functions and to collaborate with other departments. This role also provides hands-on opportunities to contribute to marketing campaigns and projects while developing practical experience in project management, creative services, digital marketing, and cross-functional collaboration. The ideal candidate for this position will have attention to detail and communications skills.

Compensation: The Digital Marketing Intern will be asked to fundraise \$5,000 by May 1, 2027, and will receive an additional \$750 stipend from FOCUS upon achievement of the fundraising goal.

HUMAN RESOURCES - ADMIN & OPERATIONS

The HR – Admin/Operations intern will be expected to assist with the details of onboarding new staff, data system updates, and other HR related projects. He/she will have the opportunity to learn about various HR functions and to collaborate with other departments. In addition, they will work closely on the Talent and Leadership Development team to help optimize talent within departmental structures.

Ideal candidates for this position have both an attention to details, ability to maintain confidentiality with high volume of sensitive material, and an interest in employee engagement.

Compensation: The HR –Operations intern will be asked to fundraise \$5,000 by May 1, 2027, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

MARKETING: GRAPHIC DESIGN

The Graphic Design Intern will assist in bring our brand to life across digital and print channels. This is an opportunity to gain hands-on experience working on real projects, collaborate with a creative team, and build a strong professional portfolio. The ideal candidate has a strong eye for design, is eager to learn, and can turn ideas into engaging visual content. He/she will have strong communications and time-management skills, and provide a portfolio demonstrating your design work, coursework, or personal projects.

Compensation: The Digital Marketing Intern will be asked to fundraise \$5,000 by May 1, 2027, and will receive an additional \$750 stipend from FOCUS upon achievement of the fundraising goal.

OFFICE MANAGER ASSISTANT INTERN

The FMF MD assistant will be expected to assist and support the Office Manager with day-to-day operations. This is an opportunity to gain hands-on experience in office administration, communication, and coordinating projects. This position will provide hands-on experience in a professional office environment. The intern will assist with greeting visitors, answering emails, track office supplies and assist with orders, support the Office Manager with projects and routine administrative tasks, help keep shared spaces organized and welcoming. The intern will need strong communication and organizational skills, attention to detail and a willingness to learn, comfortable using email, calendars, and basic computer programs, and a dependable, professional approach to working with others. Prior office experience is welcome but is not required. We will provide training and guidance.

Compensation: The Office Manager Assistants intern will be asked to fundraise \$5,000 by May 1, 2027, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

MARKETING- STUDIO

The Studio Intern will support the FOCUS Studio team in creating video and digital media across a variety of formats. This is an introductory opportunity for someone who is passionate about storytelling, visual media, and Catholic mission-driven creativity. You will gain hands-on experience in both production and post-production, working alongside talented filmmakers, editors, and storytellers.

This internship is designed for those seeking to grow not only in technical skill, but also in leadership, faith, and community. You'll experience practical video production experience alongside formation, prayer, and opportunities to live out the Gospel in creative work.

Key Responsibilities

- Production Support
- Assist with basic camera, audio, and lighting setup
- Help prepare and maintain studio spaces & equipment
- Serve as production assistant on set (slating, organizing, set support, etc.)
- Support creative planning and logistics for shoots
- Function as production assistant on shoots
- Post-Production Support
- Assist editors with media organization, project prep, and exports
- Manage and tag footage, sync audio, organize files
- Perform simple edits and rough cuts as assigned
- Support content versioning and delivery for web, social, and internal platforms
- Studio Operations
- General studio support tasks (gear care, organization, office tasks)
- Maintain an orderly and professional work environment
- Administrative studio tasks

Qualifications Required

- Desire to grow in creative skill and learn the fundamentals of film/media production
- Working knowledge of digital film and editing basics (camera use, mic placement, cutting footage, file management)
- Familiarity with editing software (Premiere Pro, Final Cut, or DaVinci Resolve)
- Strong work ethic, willingness to take initiative, ask questions, and serve the mission
- Positive attitude and a spirit of humility and collaboration

Preferred (but not required)

- Basic camera and lighting experience
- Previous involvement in student media, church media, or personal creative projects
- Experience with Adobe Creative Suite (Premiere, After Effects, Photoshop)

Ideal Candidate

You love media and storytelling. You're curious, eager to learn, and ready to serve. You're excited to wake up every day and create things that matter – things that inspire faith and change lives. You want to grow technically, creatively, spiritually, and personally.

Please share your portfolio or reel with us!

DONOR COMMUNICATIONS -PROJECT MANAGER

We are seeking a detail-oriented and passionate Project Management Summer Intern with strong communication skills to join our team. The Project Management intern will be part of the Donor Communications team and will assist with the process of creating materials that help FOCUS and the FOCUS Mission Foundation build relationships with national benefactors. This internship offers a unique opportunity to work closely with our lead Project Manager, our team of copy writers and graphic designers, and those who work in philanthropy, focusing on developing engaging visual content to support our mission and enhance the experience of our benefactors. His/her support in project management will be a strong aid in bringing benefactors close to Christ and the mission of FOCUS. The project management intern will be intimately involved in each step of project creation. This will include assisting the lead Project Manager, communicating with copy writers and graphic designers, managing the review process, and keeping stakeholders informed, assuring that projects are within the brand standards and completed on time. Familiarity with Microsoft Office (Word, Excel, PowerPoint), Canva, Asana and PageProof are preferred but not necessary. Any graphic design or copy writing experience would be welcomed, but not necessary. The opportunity to learn the basics of these programs will be provided. Compensation: The Donor Communications Project Management Intern will be asked to fundraise \$5,000 by May 1, 2027, and will receive an additional \$750 stipend from the FOCUS Mission Foundation upon achievement of fundraising goal.

DONOR COMMUNICATIONS - GRAPHIC DESIGN

We are seeking a creative and passionate Graphic Design Summer Intern to join our team. The Graphic Design intern will be part of the Donor Communications Creative team and will assist with brand management, content creation, and projects relating to FOCUS and the FOCUS Mission Foundation design needs and initiatives in order to build relationships with national benefactors, a key source of revenue. This internship offers a unique opportunity to work closely with the Creative team within the larger Donor Communications and Mission Development teams, focusing on developing engaging visual content to support our mission and enhance the experience of our benefactors. His/her support in design will be a strong aid in bringing benefactors closer to Christ and the mission of FOCUS. The graphic design marketing intern will assist in providing hands-on graphic design execution and being a brand steward by relating, reviewing and making decisions according to FOCUS brand standards. Document/layout design responsibilities. Familiarity with Microsoft Office (Word, Excel PowerPoint), Canva, the Adobe Creative Cloud Apps (InDesign, Illustrator, Photoshop), Monday and PageProof are preferred but not necessary. Any writing experience would be welcomed but not necessary. The opportunity to learn the basics in these programs may be provided if so desired. Compensation: The Donor Communications Creative Graphic Design intern will be asked to fundraise \$5,000 by May 1, 2027, and will receive an additional \$750 stipend from the FOCUS Mission Foundation upon achievement of fundraising goal.

VARSITY CATHOLIC - SOCIAL MEDIA AND CONTENT CREATION, ADMIN

We are looking for a current or former athlete, or someone highly involved in athletics on your campus to be a member of our Varsity Catholic National Team for the summer. The VC Intern will work closely with our social media team to plan for the year, to create and collect content for our Instagram. The intern will also help with the day-to-day operations of the Varsity Catholic National Team through attending team meetings and working closely with different departments like missions, QGI and marketing to plan for the upcoming year. You will help to engage our coaches involved in the Coalition of Coaches. Experience in social media content and graphic design would be ideal.

Compensation: the VC Intern will be asked to fundraise \$5,000 by May 1, 2027, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.