



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Bilingual Project Gabriel Intern	DEPARTMENT	Project Gabriel
DATE	July 2024	LOCATION	CPLC Dallas Office

GENERAL INTRODUCTION

The position of Bilingual Project Gabriel Intern exists primarily to assist with carrying out the mission of the Catholic Pro-Life Community. All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

SUMMARY OF POSITION

The Bilingual Project Gabriel Intern position is a part-time position working 10 hours a week and reports to the Director of Project Gabriel. The intern will assist at the CPLC's Project Gabriel office working alongside our Resource Coordinator. Candidate should have background in social work or familiarity with resources available to pregnant women. A psychology/therapy background is preferred. Duties entail advising pregnant women about resources available to them in the Dallas metroplex, providing material items for their babies, seeking and collecting donations of baby items needed for ministry, and communicating with donors, moms and Project Gabriel Angels in both Spanish & English.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must be capable of lifting and transporting at least 50 pounds (individual boxes, crates, and bags) from ground level to chest level (for instance, a sealed bank bag of coins is 50 pounds)
- Must be able to communicate effectively through e-mail and via telephone in English and Spanish
- Must demonstrate the ability to efficiently use basic Microsoft Office programs, including Microsoft Word, Excel, and PowerPoint, and Outlook
- Must assist other staff on special projects or tasks
- Must keep track of and prioritize tasks and requests from Project Gabriel or CPLC staff on a revolving basis (with the assistance, supervision, and approval of the Director of Project Gabriel)

KEY QUALIFICATIONS

- Understanding and acceptance of our mission and the underlying Church teachings concerning life issues
- Proficiency troubleshooting simple computer errors, such as items not connected, closing unresponsive software, and/or utilizing a task manager are a plus
- Additional proficiency in other Microsoft Office programs, such as Publisher, including the use of Mail Merges
- Have a Class C Drivers' License and be comfortable loading, securing, transporting, and unloading cargo with minimal assistance
- Reliable transportation to and from work, preferably in a personal vehicle
- Current status as a College Student – note that currently this internship is not registered under any program or college

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The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.