



THEOLOGY  
OF THE BODY  
INSTITUTE

Educating Minds • Transforming Hearts • Changing Lives

## THEOLOGY OF THE BODY INSTITUTE INTERN PROGRAM

The program is designed for dedicated young Catholics who desire to help advance the Institute's mission of educating and training men and women to understand, live and promote Pope John Paul II's Theology of the Body.

### **Internships will focus on four main areas of support and are full time three to nine months in length:**

- Communications
- Development
- Marketing
- Administration

### **Internship Duties:**

- Contributing to the planning and implementation of marketing and development strategies to bring TOB to the broader Church and society.
- Event planning, data entry, basic clerical duties, individual projects.
- Website management, resource development, marketing support.
- Participating in planning TOB Institute classes and events.
- Various duties based on individual preferences and skill set.

### **Internship Requirements:**

- 18-35 years of age, high school graduate or equivalent.
- Willingness to work in a professional and prayerful environment.
- Dependable, dedicated, professional, and prayerful.
- Ability to multitask and handle all areas outlined above.
- Be able to work independently to meet weekly deadlines.
- Strong written and verbal communication skills.
- Converse comfortably on the topic of Theology of the Body.
- Computer skills should include: expert knowledge in all Microsoft Office programs. Database: E-tapestry database knowledge is a plus.
- Interns are responsible for their own travel and return trip to Exton, Pennsylvania where TOB Institute offices are located.

### **Benefits & Compensation:\***

- TOB Institute will assist interns in locating housing.
- Attendance and participation at TOB Institute courses and local events that fall within the intern's volunteer period.
- Networking with the top influencers on the subject of TOB.
- References will be provided from TOBI board, staff and instructors based on intern's excellence during the TOB internship.
- Interns are responsible for their own meals and transportation.

\*This is an unpaid internship.

### **Application Process:**

- Interested candidates should send an email to: [jsettle@tobinstitute.org](mailto:jsettle@tobinstitute.org) with the following:
  - Resume
  - Cover Letter (include proposed start and end dates)
  - Two letters of reference with contact information (at least one must be from a priest or religious)
  - Completed Intern Application
- Candidates will be notified of their status as a TOBI intern within two weeks of receiving full application and completion of a telephone interview.

*Theology of the Body Institute is 501c3 non-profit organization based in the greater Philadelphia area. Our mission is to educate and train men and women to understand, live and promote John Paul II's Theology of the Body.*

*Visit us on the web at: [www.tobinstitute.org](http://www.tobinstitute.org).*



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## THEOLOGY OF THE BODY INSTITUTE REFERENCE FORM

To the reference,

You have been asked to provide a reference for an applicant to the Theology of the Body Institute Internship Program. To aid in the selection process, please evaluate the qualifications of this applicant by furnishing the information requested below. If you have any questions, reservations or comments, please feel free to call or email Jen Settle at 215-302-8200 ext. 103 or [jsettle@tobinstitute.org](mailto:jsettle@tobinstitute.org).

Please include the following in your reference:

1. How long have you known the applicant? In what capacity?
2. Please comment on the applicant's maturity and emotional stability.
3. What are the applicant's strengths? What are the applicant's weaknesses?
4. How integrated is the applicant's faith with his/her life? How motivated by faith and religious values is this applicant? Please explain.
5. What else would you like us to know about the applicant as a potential intern with the Theology of the Body Institute?
6. Check the box which best describes the applicant.

Overall, I would rate the applicant:

- Exceptional, a rare find
- Very good, no reservations
- Good, better than many
- Recommend, no strong feelings
- Might be OK, some reservations
- Weak, should be discouraged
- I would like to speak with you directly about this applicant.

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Reference Name/Signature

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Reference Phone Number

---

Reference Occupation

---

Date

---

Address

City, State

Zip Code

	Excellent	Above Average	Average	Below Average	Weak	Unable to Rate	Additional Comments
Sense of Humor							
Maturity							
Emotional Stability							
Gets along with others							
Common sense							
Dependability							
Tact							
Initiative							
Flexibility							
Knows own limits							
Creativity							
Ability to work with others							
Ability to express feelings							
Ability to work alone							
Openness to direction							
Seeks integration of faith with own life							
Dresses appropriately for the workplace							
Effective use of time							

# THEOLOGY OF THE BODY INSTITUTE INTERNSHIP APPLICATION

**Personal Information:**

Date of Application: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_ First & Middle: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you have a valid US driver's license? Yes/No \_\_\_\_\_

Are you legally authorized to work in the US? Yes/No \_\_\_\_\_

Have you ever been convicted of a felony or entered a nolo contedre plea? Yes/No \_\_\_\_\_

If yes, please explain (attach second sheet if needed.) \_\_\_\_\_

\_\_\_\_\_

A conviction or please record will not necessarily disqualify an applicant from employment.

How did you hear of us? \_\_\_\_\_

\_\_\_\_\_

Emergency Contact (Name, Relation, Phone): \_\_\_\_\_

\_\_\_\_\_

**Education:**

From	To	Name of School	City/State	Major	Course of Study

**Work History:**

From	To	Employer	City/State	Position	Salary	Supervisor	Phone	Reason for Leaving

**Expertise:** Please describe your areas of expertise and experience that would qualify you for a position with TOB Institute. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Professional Certifications:** What professional certifications do you hold? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Professional Memberships:** List any professional associations in which you participate and title and date of offices held.

\_\_\_\_\_  
\_\_\_\_\_

**Computer Skills:** With what computer systems are you proficient? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please check the box which best describes you:

	Excellent	Above Average	Average	Below Average	Weak	Unable to Rate	Additional Comments
Sense of Humor							
Maturity							
Emotional Stability							
Gets along with others							
Common sense							
Dependability							
Tact							
Initiative							
Flexibility							
Knows own limits							
Creativity							
Ability to work with others							
Ability to express feelings							
Ability to work alone							
Openness to direction							
Seeks integration of faith with own life							
Dresses appropriately for the workplace							
Effective use of time							

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date