

Saint Paul's Outreach Administrative Internship

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BACKGROUND

Saint Paul's Outreach (SPO) is a Catholic 501(c)3 nonprofit organization started in St. Paul, Minnesota in the early 1980's. They aim to be a transformational people that live deep relationship with one another on college campuses around the United States.

Being involved with the SPO chapter at the Ohio State University, they asked me to consider an internship with them. In interning with them, I was able to spend 5 weeks in the Twin cities in Minnesota as well as 5 weeks in Columbus, Ohio at the regional office.



The first five-weeks of the internship were spent at the University of St. Thomas in St. Paul, Minnesota

WHO IS SPO

Mission Statement:

"Transforming a generation on campus and beyond – through deep relationship with God and one another"

- Impacted 46 campuses and over 26,200 students
- Have 45 households for men and women
- Fight against loneliness, depression, and anxiety on college campuses



The second 5 weeks of the internship were spent at the regional office on Broad Street in Columbus, Ohio

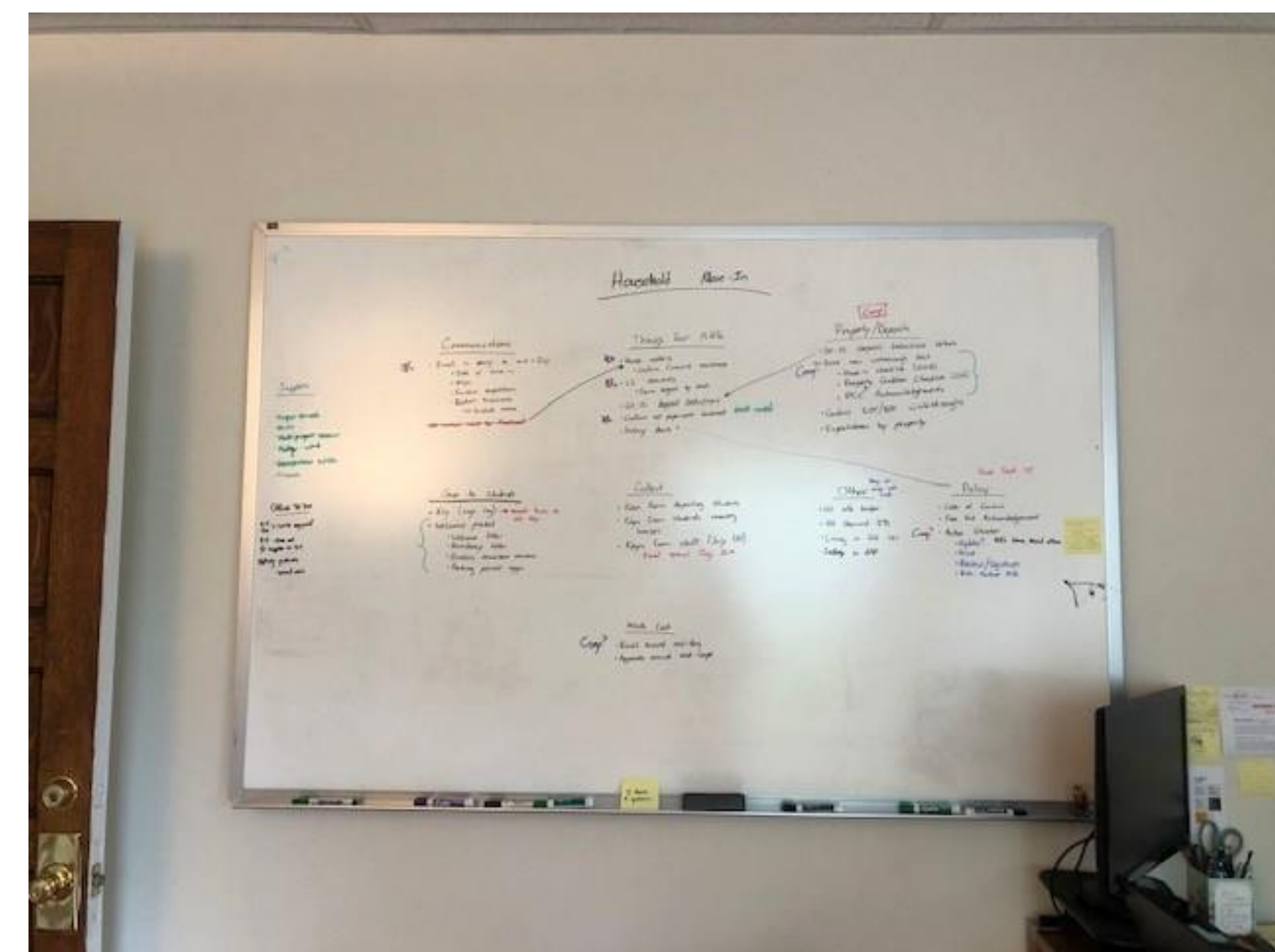


While in missionary training, we had content sessions in a large event space, learning about things like mental illnesses and resources that are helpful if we see someone who is struggling.

ON THE JOB

Responsibilities

- Go through the training of all SPO missionaries
- Plan logistics and purchase food for a 3-day retreat for 100 people
- Carry out property walkthroughs for 4 properties
- Update and compile move-in information packets for Household residents
- Reorganize and take inventory of office supplies
- Make copies and complete other administrative duties as needed



The to-do list before the students moved into the houses was long. Some of the things I got to help with were the property walkthroughs, move in packets, and house key collection for the new year.

RETREAT PLANNING

- I worked on a team with three other people to plan a retreat for 100 people.
- I had the responsibility of ensuring we did not go over budget as well as planning out and purchasing food for meals.
- I planned the logistics such as carpooling and communicating needs to be filled to other people.
- I also did promotion for the retreat, ensuring that everyone registered.



As we did property walkthroughs on houses such as this one, we were checking for things such as mold and working fire alarms, among other things that make a house safe to live in.

MISSION TRAINING IN MINNESOTA

- I lived in a household with other SPO missionaries and administrators.
- I participated in the Mission Training, learning about the signs of mental illness and loneliness and isolation on campuses and how we can be there for and offer resources to people who are struggling.
- I learned about fundraising and asking for financial gifts and donations.



REFLECTION

Interning with SPO was a great experience in which I learned more about the administrative side of nonprofit management. While I do not have a desire to go into college ministry, I do desire to go into nonprofit management for a social services organization. After graduation, I plan to work for a nonprofit that assists those struggling with poverty. My experience with SPO will help me in my career aspirations. As the year progresses, I will be volunteering to assist with administrative needs that they may have in order to gain more experience. During my time as an intern, I met so many incredible people that made my experience incredible, and I am grateful for the time I got to spend with them. If anyone who desires to go into nonprofit management is considering an SPO internship, I recommend coming in with set goals you want to accomplish and things you want to experience or participate in. The organization is very flexible and willing to help you get the experience you need.