

Publishing Intern

Duration: Summer (June-September); 4-6 weeks; 32-40 hours/week

Location: Downers Grove, IL

About Us

Midwest Theological Forum is a nonprofit Catholic publisher whose aim is to serve the Church and help all Christians to know, love, and serve God with all their hearts and all their minds to fully engage in the great work of evangelization. We specialize in liturgical, theological, canon law, catechetical, and spirituality titles as well as programs for the formation of priests and seminarians.

Internship Overview

Our publishing internship offers college students an immersive experience in the world of Catholic publishing, providing exposure to editorial production, marketing strategies, book sales, and day-to-day operations. This role is ideal for students interested in a publishing career and passionate about Catholic theology, liturgy, and evangelization.

Interns will gain practical skills, work alongside experienced professionals, and contribute to meaningful projects that support the mission of Catholic publishing and programs.

Responsibilities

- Assist with manuscript preparation, including proofreading, fact-checking, and formatting.
- Support marketing initiatives by creating social media and blog content, writing SEO-driven promotional copy, and assisting with email and direct mail campaigns.
- Help manage and update website content, book listings, and author pages.
- Research topics, authors, and market trends relevant to Catholic publishing.
- Participate in team meetings and contribute ideas for upcoming projects.

Qualifications

- Strong written and verbal communication skills.
- Attention to detail and commitment to high-quality work.
- Familiarity with Catholic teaching, liturgy, and traditions.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); experience with Canva, Adobe Creative Suite, or similar tools a plus.
- Ability to work independently and collaboratively.
- Profound interest in publishing, communications, marketing, or a related field.

How to Apply

Send your resume, cover letter, and short writing sample to **Patty Szafranski** at patty@mwtf.org. In your cover letter, please share your interest in Catholic publishing and what you hope to gain from this internship.