

**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT   
INTERN JOB DESCRIPTION   
2021-2022**

The CCHD internship combines practical work in addressing the mission of CCHD at the local level with opportunities to develop relationships with community leaders, reflect on Catholic social teaching, and share experiences with other CCHD interns around the country.

**GENERAL Intern Projects**

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| GOAL | TASKS |
| **Education**  Build parishioner and youth/young adult exposure to and awareness of CCHD, Catholic social teaching, and the work that CCHD-funded organizations are doing on the ground | Coordinate CCHD Art Contest  Implement Poverty Awareness Month campaign  Develop CST 101 and reflection materials  Document parish best practices  Manage social media |
| **Fundraising**  Boost archdiocesan participation & engagement in the annual CCHD Collection | Help coordinate speaker campaign/training  Speak at parishes on appeal weekend  Outreach & communication with parishes  Write articles, blog posts, and bulletin announcements  Develop & distribute promotional materials |
| **Grant-making**  Build relationships with grant applicants and funded groups to help all parties meet their objectives | Accompany Coordinator on site visits  Assist with grant administration  Identify, record, and share grantee stories  Serve on the Allocations Advisory Committee |
| **Choose your own adventure** | During the spring semester, there will be time for the intern to develop and implement a project of his/her choosing, based on interests and experiences from first half of internship and needs of the local office. |

**2021-2022 opportunities**

50th Anniversary: CCHD will celebrate the 50th anniversary of its founding during 2021-2022, including a virtual symposium in the fall. We will need assistance from the intern in supporting these efforts. Projects may include developing and distributing monthly bulletin announcements, researching CCHD’s history, gathering data and stories from grantees, managing a social media campaign, arranging event logistics, etc.

Just Faith: JustFaith is an intensive, small-group process for faithful Christians looking to deepen their commitment to care for vulnerable people and our planet. Through prayer, study, dialogue, and immersions, participants form community as they explore critical realities and their implications to their lives and their faith. In Spring 2020 we piloted a Just Faith small group with a group of young adults. Moving forward, we hope to facilitate at least 3-4 Just Faith modules per year with diverse groups of Catholics. We hope that the intern would be willing to participate as a co-facilitator for one or more of these small groups.