

**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT (CCHD)**  
**INTERN JOB DESCRIPTION**   
**2022-2023**

The Archdiocese of Chicago’s Catholic Campaign for Human Development (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 propose a project of his/her choosing to the Department of Parish Vitality and Mission (DPVM), based on interests and experiences from first half of internship and needs of the local office. |