

Catholic Campaign for Human Development (CCHD)

# INTERN JOB DESCRIPTION

## 2024 – 2025

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

#### GOAL

#### TASKS

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##### 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.

- Implement Poverty Awareness Month campaign
- Develop CST 101 and reflection materials
- Document parish best practices
- Manage social media

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##### 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

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##### 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

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##### 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.

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