



## INTERNSHIP JOB DESCRIPTION

**Internship Title:** Catholic Campaign for Human Development (CCHD) Intern

**Hours:** 12-14 hours/week, some nights and weekends required.

**Reports to:** CCHD Diocesan Coordinator

**Supported by:** CCHD Diocesan Coordinator, diocesan Parish Solidarity Initiative team

### **Internship Summary and Responsibilities:**

The Catholic Campaign for Human Development is the domestic anti-poverty program of the U.S. Catholic Bishops. It addresses the policies and structures that perpetuate poverty in order to bring about lasting social and economic change. This is done through funding organizations in the East Bay which are doing community organizing and/or economic development projects with low income people to empower them to improve their lives and their economic status. CCHD supports projects that address conditions of poverty in critical areas such as social and economic development, housing, health care, legal aid, education and communication. For more information about CCHD, please go to the national website at [www.usccb.org/about/catholic-campaign-for-human-development/index.cfm](http://www.usccb.org/about/catholic-campaign-for-human-development/index.cfm) and the local website at [www.cchdeastbay.org](http://www.cchdeastbay.org).

The role of the CCHD Intern is to support the work of the diocesan CCHD office in fulfilling the mission of the Catholic Campaign for Human Development. Primarily, the responsibilities of the intern will be to work together with the CCHD Diocesan Coordinator and the members of the Parish Solidarity Initiative (PSI) diocesan team to promote CCHD and to expand and maintain the PSI program in our diocese.

The Parish Solidarity Initiative is a program begun by the Diocese of Oakland in the summer of 2017. The purpose of the initiative is to animate Catholic parishioners to put their faith into action by becoming involved in social ministry, both charitable and social justice activities on both a local and global level. For participating parishes, the PSI Coordinator and the diocesan support team train parish teams in Catholic Social Teaching and provide them spiritual formation, leadership and organizing skills to enable them to engage their fellow parishioners. This is done by means of special training sessions. Particular focus is given to forming new leaders from among young adults and immigrant parishioners. The CCHD Intern and PSI team also assist parishes in connecting with organizations that offer activities in which the parishes can participate, like CCHD.

The CCHD Intern's specific responsibilities:

The 2020-21 internship responsibilities will be split between work with the revised Parish Solidarity Initiative and the local CCHD office. The responsibilities of the intern related to the Parish Solidarity Initiative would be to work with members of the PSI diocesan team to support the active PSI parish teams and to put on the legislative advocacy trainings. S/he would work about 7 hours/week with the PSI.

Specific Parish Solidarity Initiative responsibilities would include:

1. provide ongoing support to parish teams, that includes meeting with them in person or by phone at least monthly to check in about their PSI goals.
2. become familiar with CCHD and other Catholic organizations as well as CCHD-funded groups in the diocese that are involved in social justice and charity work.
3. contact the Catholic social service organizations and CCHD-funded organizations, particularly community organizing groups, to learn what social ministry and organizing trainings and issues campaigns' opportunities in which parishes can partake.
4. connect parishes with organizing trainings, campaigns and local service and justice activities that meet the parish's PSI goals, i.e. scheduling a speaker from a CCHD-funded organization, distributing groceries at the Oakland Catholic Worker, holding a letter signing campaign after all the masses on a Sunday.
5. set up a suggested menu of social ministry activities, issues campaigns and trainings offerings for parishes.
6. assist the PSI diocesan team in organizing and running at least two legislative advocacy trainings for parishes.
7. assist the diocesan team and PSI parish teams in scheduling visits to their state and federal legislators to advocate on legislation discussed at advocacy trainings.
8. put together monthly PSI online newsletter and send to parishioners connected to PSI.
9. attend all PSI diocesan team meetings and take minutes to be sent out to team members

The intern would work the other 5-7 hours/week assisting the CCHD Diocesan Coordinator with the work of the local CCHD office.

Specific CCHD responsibilities would include:

1. attend the diocesan CCHD Local Committee meetings and take minutes to be sent to members.
2. assist the CCHD coordinator and committee in organizing and running the annual CCHD Grant Awards Luncheon.
3. organize and implement a special project of making short videos of leaders and staff of CCHD grant recipient organizations that contain testimonies promoting CCHD and the funded organizations.
4. post these videos on CCHD social media and the local CCHD website.
5. contact CCHD grantees about providing speakers to promote the CCHD Collection
6. contact parishes to see if they would like to host a CCHD speaker.
7. contact parishes to see if they received their CCHD Collection resources
8. help set up and participate in CCHD grant applicant site visits
9. update and maintain the local CCHD website and help update CCHD Facebook page.

### **Qualifications and Experience:**

The CCHD Intern is a Catholic in full communion with the church who:

1. is a self-starter who proactively reaches out to volunteer parish leaders
2. can relate well to volunteer leaders. Preferred: has experience managing volunteer leaders.
3. is committed to organizing and leadership development.
4. has strong English oral and written communication skills.
5. preferred bilingual in English and Spanish.
6. has a good understanding of all the diocesan organizations that make up the PSI team, particularly CCHD-- or is willing to learn.
7. reliable transportation, like a car, is preferred.

**Internship Parameters:**

- The internship is a paid part-time position of 12-14 hours/week and runs from September 2020 to April 2021.
- There is a required orientation May 27<sup>th</sup> to May 29<sup>th</sup>, 2020 in Washington D.C., with all expenses covered.

Note: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Equal Opportunity Disclaimer: All applicants will be considered on the basis of merit without regard to race, national origin, religious beliefs, gender, age, marital status or physical or mental disability. People from diverse racial and ethnic backgrounds are especially encouraged to apply.

To apply, please submit letter of interest and resume to [mmckimmey@cceb.org](mailto:mmckimmey@cceb.org).

**Deadline to apply: April 24<sup>th</sup>, 2020**

For more information contact:

Marc McKimmey

CCHD Diocesan Coordinator

[mmckimmey@cceb.org](mailto:mmckimmey@cceb.org)

(510) 768-3176