



2022-23 CCHD INTERNSHIP JOB DESCRIPTION

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

Hours: 11 - 12 hours/week, some night and weekend hours required.

Reports to: CCHD Diocesan Coordinator

Supported by: CCHD Diocesan Coordinator, diocesan CCHD Local Committee & Parishes in Action collaborative

Internship Summary and Responsibilities:

The role of the CCHD Intern is to support the work of the CCHD office for the Diocese of Oakland 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 to promote CCHD, and secondarily, to work with the diocesan Parishes in Action collaborative (PIA) in communicating with parishes and individuals around the diocese about what the member agencies and offices are doing and encouraging them to use PIA faith formation resources and to become involved in the social ministry opportunities offered by members of PIA.

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 and the local website at www.cchdeastbay.org.

The Diocese of Oakland Parishes in Action collaborative is made up of the Catholic diocesan offices and agencies that are providing social services but also doing social justice work both locally and globally. These offices and agencies include the Catholic Campaign for Human Development (CCHD), Catholic Relief Services (CRS), Catholic Charities East Bay, JustFaith Ministries, Maryknoll, Oakland Catholic Worker, Office of Latino Ministry, Office of Life and Justice, St. Benedict Parish and St. Vincent de Paul. Its mission is to offer opportunities of encounter, formation, direct service and advocacy to assist the church in the diocese in its response to Christ's call to be the Church on the Streets. It assists Catholic parishioners in becoming aware of Christ's call to put their faith into action and offers opportunities for them to do this through social ministry activities.

The CCHD Intern's specific responsibilities:

The 2022-23 internship responsibilities will be split between work with the diocesan CCHD office and the Parishes in Action collaborative. The intern would work about 8 - 9 hours/week assisting the CCHD Diocesan Coordinator in promoting CCHD and learning about what CCHD does.

Specific CCHD responsibilities would include:

1. Gain a deeper understanding of CCHD by reviewing CCHD Local Grant applications and discussing them with the diocesan coordinator
2. Assist the CCHD coordinator and committee in organizing and running the annual CCHD Grant Awards Luncheon (if COVID permits)
3. Call parishes to request that pastor and faith formation staff view the new CCHD video for use in catechesis;
4. Give a talk about CCHD for faith formation classes using video, if requested
5. 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; Post these videos on CCHD social media and the local CCHD website
6. Post a new item on the CCHD Facebook page at least once/week
7. Assist in planning, implementing and promoting a CCHD webinar for the diocese
8. Contact parishes about hosting a CCHD speaker or showing the diocesan CCHD video; Arrange for a speaker from a CCHD-funded organization to speak at an interested parish
9. Contact parishes to see if they received their CCHD Collection resources and to update contact information
10. Review national CCHD Grant proposals and participate in CCHD grant applicant site visits.
11. Post items on and update the local CCHD website (if have the skill level)
12. Attend the CCHD Local Committee meetings and take minutes to be sent to members

The intern would also have approximately 2 - 3 hours/week of job responsibilities with the PIA collaborative primarily doing communications work.

Specific PIA responsibilities would include:

1. Become familiar with the offices and agencies that make up the Parishes in Action collaborative as well as CCHD-funded groups in the diocese so as to be a resource for parishioners wanting to know what volunteer opportunities are available
2. Collect news and announcements from PIA member offices and organizations and put together the monthly PIA online social justice newsletter to send to parishes and individuals in the diocese
3. Compose and send out announcements from PIA members to parishes and individuals between newsletters if needed
4. Update the newsletter mailing list, including parish contacts, as well as other administrative tasks as needed
5. Attend and take minutes at the monthly meetings
6. Assist with any special projects or events done by the PIA collaborative

Qualifications and Experience:

The CCHD Intern is a Catholic who:

1. is able to work well as a member of a team
2. is committed to organizing and leadership development.
3. has strong English oral and written communication skills.

4. is bilingual in English and Spanish (preferred)
5. has a good understanding of all the diocesan organizations that make up the Parishes in Action collaborative, particularly CCHD-- or is willing to learn
6. has reliable transportation, like a car (preferred)
7. has skills updating and improving a website
8. has experience in photography and videography (preferred)

Internship Parameters:

- The internship is a paid part-time position of 11-12 hours/week and runs from August 2022 to March 2023.
- Hours are flexible and some evenings and weekends hours are required.
- There is a required orientation in Washington, D.C., the first week of June, with all expenses covered. This will take place in person only if COVID-19 restrictions allow. If not, the orientation will be held virtually.

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.

Deadline to apply: Monday, April 25, 2022

For more information contact:

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