CHRISTIAN COMMUNITY DEVELOPMENT ASSOCIATION

CCDA Office Interns Opportunities

CCDA is currently looking for four interns to serve from October 1, 2012 to September 27, 2013.

Operations and Membership Intern

Operations Responsibilities:

- Administrative – welcome guests, answer phones, receive and send mail, process and ship merchandise, and process purchase merchandise
- Assist chief of staff – offer administrative and scheduling support with CCDA board committees
- Facility – Keep track of and order office supplies, contact maintenance providers when necessary

Membership Responsibilities:

- Administrative - support to the membership director
- Member relations – Communicate with members as needed
- Membership updates – update membership information in Salesforce
- Membership survey evaluations and follow-up – facilitate an evaluation of members and their level of interaction with the CCD philosophy

Qualifications:

- A basic understanding of the CCD philosophy
- Excellent organizational and communication skills
- Working knowledge of Word and Excel
- Strong people skills

Communication Intern

Responsibilities:

- Writing and editing
- Social media and video editing
- Web content management and development
- Projects assigned by the communications director

Qualifications

- A basic understanding of the CCD philosophy
- Excellent organizational and communication skills
- Content Management Systems (preferably Juma)
- Editing and grammar skills
- Email marketing experience is a plus (mailchip preferred)

Conference Intern

Conference Responsibilities:

- Communicate with plenary speakers and track data
- Answer phone calls and email inquiries about conference
- Help plan evening and fun activities
- Some travel to host city
- Helping to generate promotional content (according to interest and skill)
- Full-time on-site at conference, helping to run the conference

Qualifications

- A basic understanding of the CCD philosophy
- Excellent organizational and communication skills
- Working knowledge of Microsoft Office, knowledge of video editing software and experience with social media a plus
- Strong people skills

Education and Advocacy Intern

Education Responsibilities:

- Administrative support for the CCDA Institute
- Work with specific software including Publisher and InDesign
- Event planning/hosting
- Scheduling Café's, Intensives, and Immersions
- Projects assigned by the education director

Advocacy Responsibilities:

- Research and organize information on varying issues
- Utilize member resources when appropriate
- Communicate with CCDA members
- At various times assist other department with specific projects

Qualifications

- A basic understanding of the CCD philosophy
- Excellent organizational and communication skills
- Working knowledge of Word, Excel, InDesign and Publisher
- Strong people skills

Requirements & Benefits:

- Minimum age requirement is 21
- Ability to work a 32 hour week
- English language proficiency (Spanish proficiency is a plus)
- $400/month stipend for a 32 hour work week
- National interns will receive room and board with a local CCDA member
- Free national conference registration and room and board
- Leadership and skill development
- Opportunities to network with non-profit organizations, churches, denominations, and academic institutions throughout the country
- Opportunities to connect with national CCDA leaders, authors, and activists

To apply go to: http://www.surveymonkey.com/s/CCDAInternships