Catholic Charities USA 2020 Summer Internship

Position Title: Strategic Priority Intern (Up to four); Communications Intern

Location: Catholic Charities USA
2050 Ballenger Avenue, Suite 400
Alexandria, VA, 22314

Duration: June 15th to August 3rd. 35 hours/week for 8 weeks. Flexibility to accommodate academic or vocational requirements.

Core Program Experiences

Catholic Charities USA invites self-starting, inquisitive students to advance the organizational mission through the 2020 summer internship program: to provide service to people in need, to advocate for justice in social structures, and to call the entire church and other people of good will to do the same.

General Functions

Interns will learn to develop and execute various research, outreach, and communications methodologies to cultivate strategic and programmatic direction for CCUSA’s focus areas. Summer projects are complex and comprehensive, supplementing the current work of CCUSA’s strategic priority areas; they often incorporate multiple data-driven activities such as: survey design and data collection, integrating public (governmental, think tank, etc.) data sources, data management, qualitative data coding and analysis, statistical analysis, and data visualization using Microsoft Power B.I. Projects may also include content development (i.e. Newsletters, fact sheets, Webinars, etc.) and correspondence across the 160+ Catholic Charities member agency network. Interns will be supervised by the Director of Research and Evaluation, working collaboratively with the Communications, Advocacy, and other CCUSA Member Services teams as needed.

Throughout the summer, interns will also have the opportunity to attend meetings with national and international NGOs, congressional hearings and briefings, and presentations at Washington, D.C. think tanks.
Knowledge, Skills, and Abilities

Applicants will be considered based on their interest, knowledge, or experience in one or more of CCUSA’s strategic priority service areas related to the project descriptions below. The ideal candidate has the following skills:

- Coursework in political science, sociology, social work, or business. All relevant majors are encouraged to apply.
- Adept written and oral communication skills
- Strong organization skills and high attention to detail
- Proficient in quantitative and qualitative analysis
- Ability to work independently and within a team
- Interest in public policy

Strategic Priority Project Descriptions

Integrated Health Project – Resource development for CCUSA Integrated Health Community of Practice. Intern will research best practice information related to physical health, mental illness, addictions and substance abuse, healthcare access, integrated health outcomes, and more. Develop content, such as a PowerPoint presentation portal, and Webinars for network-wide access and distribution. Related tasks as assigned.

Food Policy Project – Illustrate size and scope of food insecurity programming by network data analysis; observe and propose significant trends within context of local and national policy. Conduct comparative research on other domestic, national food insecurity programs; benchmark against operations, structure, staffing, etc. Intern will evaluate organizational advocacy and media efforts and support public content development (Backgrounders, social media messages, etc.). Related tasks as assigned.

Social Enterprise and Communications Project – Intern will support a network of local organizations developing social innovation and entrepreneurship opportunities. Intern will assist the development of a communications plan that includes tactics and activities to educate the member agency network on social enterprise activities and the development of these programs at their respective agencies. Review all social enterprises within the Catholic Charities network and develop components and concepts that operationally define social innovation, social impact, and social enterprise. Related tasks as assigned.

Communications Project Description

Intern will conduct a social media audit to evaluate and ensure alignment of CCUSA communications strategy, focusing on five key areas: Social media inventory, social media policy review, social media performance, competitive insights, and a comprehensive brand report summarizing the findings of the audit and analysis. Assist
in reviewing CCUSA media coverage by coding material based on relevance, tone, and sentiment. Related tasks as assigned.

**Miscellaneous Project Descriptions**

**Nutrition Education AmeriCorps Project** – Conduct an environmental scan for members; create implementation guide for Healthy for Life classes, detailing processes for planning, facilitation, and follow-up on each module. Intern will also develop and conduct survey to identify member needs related to AmeriCorps program support; create and implement distribution plan, analyze and present findings, and propose recommendations for grants based on CNCS funding opportunities.

**Veterans Services Project** – Create a qualitative and spatial (map) program inventory of Veteran services throughout the Catholic Charities network. Develop and conduct a member survey to identify needed areas of support; create and implement distribution plan. After analysis and presentation of findings to the Special Projects team, intern will propose recommendations on types of support CCUSA should provide to the Veterans Professional Interest Section, including a calendar of programming and goals for 2020. Intern will also research non-federal grant funding opportunities and corporations to leverage in-kind donations.

**How to Apply**

Interested students must specify interest in one or more of the project descriptions above and submit a current resume and cover letter by March 13th, 2020 to hr@catholiccharitiesusa.org and kglova@catholiccharitiesusa.org. **Please ensure to add CCUSA Internship Program to the subject line of the email.** Decisions will be made by April 6th, 2020.