



School Year Intern

(Fall semester, Spring semester, or both; multiple intern positions available)

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

Overview

The School Year Intern position provides the opportunity to deepen your personal relationship with God, develop leadership skills, and gain valuable job experience. The school year experience at CPC is for any college-aged person who is excited to service in a ministry setting. It includes tangible opportunities to be a part of the local church in a new and exciting way. Summer interns are immersed in a specific department of the church (i.e., Kids' Ministry, Student Ministry, Groups, Worship, Care, etc.) depending on the intern's area of interest and the church's needs. The internship offers college-aged young adults a chance to actively participate in both relational and programmatic ministries at CPC while also focusing on personal spiritual and professional development.

PRIMARY RESPONSIBILITIES

- Collaborate with a team to plan and prepare for weekly programs, retreats, and ministry-related activities
- Perform necessary administrative and logistical tasks
- Engage in relational ministry by building and maintaining relationships with CPC attenders who are active in your ministry area
- Develop Gospel-centered content and/or curriculum
- Participate in development time with other interns, which includes items such as group discussions, personality assessments, Bible study, and more
- Prioritize personal spiritual growth by spending time with Jesus daily

OTHER DUTIES

- Connect with department staff supervisor and other team members on a regular basis
- Meet with HR Associate and Intern Director for check-ins and reviews
- Attend programs, retreats, and/or events put on by your ministry department as determined by your supervisor
- Engage in learning about other ministry areas in the church

MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Jesus Christ
- Commitment to engage in CPC's faith community
- Alignment with [CPC mission, values and statement of faith](#), and [ECO Essential tenets](#)
- [Adherence to CPC's Intern Lifestyle Commitment](#)
- Highly teachable with a desire to be mentored and to grow in leadership
- Ability to engage people in authentic, relational ways
- Collaborative working style and team mentality
- One year post high school graduation



PREFERRED REQUIREMENTS

- Leadership experience
- Self-starter with a strong work ethic
- Creative and flexible mindset
- Strong organization, detail-orientation, and multi-tasking skills
- Basic understanding of vocational ministry with a desire to learn more

PHYSICAL REQUIREMENTS

- Ability to sit, walk, and/or stand for extended times.
- Ability to occasionally lift, carry, and/or move 10-25 pounds.
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

POSITION REPORTING: Interns report to the Intern Director as well as the Pastor/Director of the specific department they are placed in.

HOURS: This is a seasonal and temporary position from September-December (Fall Semester), January-May (Spring Semester), or September-May (Full School Year). This is a part-time, approximately 15-20 hours per week position with the potential for some weeks to be more or less hours. *Note: we will work with the intern to build in time off surrounding winter and spring breaks.*

TRAVEL: This position may require travel based on assigned team.

COMPENSATION: Stipend that is paid out over the course of the semester and/or school year.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.

For further information and to begin the application process, please submit a resume and cover letter to the CPC HR Team at employment@cpcedina.org.