



### **CPC Vision**

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

### **Overview**

The Summer Intern position provides the opportunity to deepen your personal relationship with God, develop leadership skills, and gain valuable job experience. The summer experience at CPC 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 depending on the intern's area of interest and the church's needs. Internships are available in the following departments for Summer 2023: Communications/Digital Marketing, Engagement, Kids' Ministries, Missions, Operations (Finance + HR), Production (A/V + Tech), and Student Ministries. For more information on the specific departmental opportunities, [click here](#). The internship offers young adults a chance to actively participate in both relational and programmatic ministry at CPC while also focusing on personal spiritual and professional development.

*Note: Applicants must be one year post high school graduation up to age 24.*

### **PRIMARY RESPONSIBILITIES**

- Collaborate with a team to plan and prepare for projects, summer programs, camps, events, and other ministry-related activities
- Perform necessary administrative and logistical tasks
- Professionally communicate and interact with congregation, staff, volunteers, visitors, and vendors
- Engage in relational ministry by building and maintaining relationships with CPC attenders who are active in your ministry area
- Participate in "morning time" with other interns, which includes developmental 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 all camps, retreats, and/or trips put on by your ministry department
- Go to CPC Young Adult ministry events throughout the summer
- 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



### **MINIMUM REQUIREMENTS CONT.**

- 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:** Summer 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 May 30, 2023 – August 11, 2023. This is a full-time, approximately 40 hours per week position with the potential for some weeks to be 40+ hours. There may be weekend and evening hours as well.

**TRAVEL:** This position may require travel based on assigned team. There will be an overnight intern retreat on the first two days of the internship (May 30-May 31).

**COMPENSATION:** Stipend that is paid out over the course of the summer.

*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.*

**TO APPLY:** 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](mailto:employment@cpcedina.org).