

**CCSC Internship:
CCSC & Cambridge House Christian Study Center**

Position Description: Cambridge House exists to promote the intellectual, moral, and spiritual flourishing of the William & Mary community by exploring the riches of the Christian tradition. Together, the Consortium of Christian Study Centers (CCSC) and Cambridge House (CH) are seeking a qualified individual to serve as an Intern at the historic College of William & Mary. The internship is a full-time position with responsibilities divided between a student-facing role and an administrative/programming role. The position regularly entails evening and weekend hours.

Accountability: The intern is accountable to the Internship Program Director of CCSC and to the Executive Director of CH. The Directors will coordinate the supervision of the position.

Collaborates with: Directors, CH staff, volunteers, and student leaders.

Responsibilities:

- Actively engage the campus and carry out regular relational contact work:
 - Regularly meet with student contacts and seek out new student contacts.
 - Proactively find ways to get students connected to CH programming, including lectures, short courses, and other events.
 - Facilitate partnerships between CH and other Christian ministries at William & Mary.
 - Support the Communications Coordinator in developing and deploying CH publicity: including newsletter, flyers, social media presence, and the like.
 - Help integrate students into the local church.

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- Contribute to the intellectual and spiritual life of Cambridge House:
 - Support the CH Executive Director in planning in-house lectures, reading groups, and on-campus events.
 - Attend regular morning prayer at CH or in Wren Chapel.
 - Apprentice with the CH Executive Director by learning how to lead reading groups during the fall semester, with the possibility of leading some reading group sessions during the spring semester.
 - Under the supervision of the CH Executive Director, undergo a course of study in theological themes, subjects of interest to the intern, and other subjects core to the mission of CH.

 - Provide support to Cambridge House in its work of hospitality:
 - Welcome students regularly into CH (2-3 days per week), introducing them to library resources, events line-up, and the like.
 - Support the CH Executive Director in organizing meals and catering for Student Fellows Program and Faculty Fellowship Dinners (about once every other week during the semester).
 - Coordinate volunteer teams to maintain the physical premises of CH, providing volunteer events that encourage engagement between students/faculty and community volunteers.
 - Support Public Reading of Scripture initiatives, as well as other ways of creatively engaging Scripture with students and faculty.
 - Maintain a welcoming premises through ensuring clean house and well-stocked kitchen for guests to use.
 - Serve as key-holder for the Cambridge House building.

 - Maintain CCSC-related communication and commitments:
 - Fulfill communication responsibilities to CCSC Internship Program Director.
 - Participate in ongoing training and professional development opportunities as set forth by CCSC and CH.
 - Communicate regularly the faithfulness and fruitfulness of the work of CH with supporters and stakeholders through appropriate means.

Lifestyle Commitments:

- A vibrant personal faith in Christ and His gospel.
- Active involvement in a local church, as well as personal engagement with Scripture.
- Engagement in continuing education opportunities for professional and personal growth.
- Personal conduct reflective of CCSC and CH statements of faith and values.

Candidate Profile:

- Bachelor's degree required.
- Initiative, as well as the capacity for independent work and project management.
- Ability to recruit, support, and develop student leaders for the CH community.
- Strong written and verbal communication skills and ability to work well with a team.
- A keen desire for intellectual and spiritual growth.