



**CCSC Internship Program**  
**Intern Position: A Leadership Launch Year with Theological Horizons**

**University of Virginia | Charlottesville, VA**

**I. DESCRIPTION**

CCSC Interns are employees of the CCSC (Consortium of Christian Study Center).

In partnership with Theological Horizons (TH), this position serves a Christian study center at the University of Virginia.

**About the Consortium of Christian Study Centers:**

CCSC exists to catalyze and empower thoughtful Christian presence and practice at colleges and universities around the world, in service of the common good. It achieves this by facilitating the flourishing of existing study centers, encouraging the development of new study centers, and raising awareness of the study center movement.

**About Theological Horizons:**

Theological Horizons is a vibrant campus ministry centered at the Bonhoeffer House at the University of Virginia in Charlottesville, VA. With over 30 years of experience, Theological Horizons supports Christians and seekers by providing a welcoming community for engaging faith, thought and life at the heart of academia.

**Accountability:**

The intern is accountable to the Internship Program Director of CCSC and to the Executive Director at Theological Horizons. The Directors will coordinate the supervision of the position.

**II. RESPONSIBILITIES**

**Internship Partnership**

- 1) Maintain CCSC-related communication and commitments.
- 2) Fulfill communication responsibilities to CCSC Internship Director.
- 3) Represent Theological Horizons to CCSC staff and partner centers.
- 4) Attend CCSC Annual Meeting.

**LEARN *core non-profit management principles & leadership fundamentals***

- 1) Participate in ongoing training and professional development opportunities as set forth by CCSC and Theological Horizons.

- 2) Receive one-on-one career support and/or spiritual direction from a community mentor in your area of personal interest.
- 3) Invest in monthly leadership coaching with the TH Associate Director.
- 4) Attend skills trainings with the Center for Nonprofit Excellence (CNE) of Charlottesville.

**LEVEL-UP *with communications, data management & fundraising development competencies***

- 1) Actively contribute as a full team member at weekly staff meetings, alongside the TH Executive Director, Associate Director & Engagement & Communications Manager.
- 2) Provide logistical and content support at quarterly board of director meetings.
- 3) Perform key administrative and data management tasks using the TH CRM digital platform.
- 4) Participate in fundraising development strategy and execution.
- 5) Write communications assets and design social media and email campaigns.

**LIFT *the people we serve: students and adults of university, community & church***

- 1) Lead TH summer student outreach efforts and welcome back events.
- 2) Supervise Vintage Lunch student interns and support all aspects of Vintage Lunch, our signature ministry to students.
- 3) Pursue one-on-one relationships with students.
- 4) Strategize and make connections to increase the diversity and welcome of all of our programming.
- 5) Support leaders of TH Saints of the City Charlottesville monthly gatherings.

**LEAD *core Theological Horizons initiatives***

Deeper Dialogues at UVA

- 1) Design and implement our Deeper Dialogues programming for the year.
- 2) Receive structured dialogue training from our coaches at Essential Partners.
- 3) Recruit and train facilitators.
- 4) Plan and coordinate event series.
- 5) Apply for funding from UVA Parents Program; evaluate and report to funders.

**LIAISE *with community partners to create companion events***

Scoper Lecture in Christian Thought 2025

- 1) Participate in strategy and logistics planning of TH's largest annual public event.
- 2) Serve as TH outreach coordinator with our 100+ Community Partners.
- 3) Coordinate events surrounding the Scoper Lecture: film screenings, training workshops, worship services, panel discussions, etc.

**LAND *in a flourishing network of people - in a place of historical significance***

- 1) Commit to learning from a diverse group of people across Charlottesville and the University of Virginia, seeking new perspectives and wisdom around all aspects of TH's ministry and broad public life.
- 2) Dive deep into the history of place and race in Virginia, open to receiving challenging discoveries, personal growth and spiritual flourishing.

### III. QUALIFICATIONS

#### **Lifestyle Commitments:**

- 1) Spiritual health and fellowship—including membership in a local church, study of Scripture and spiritual disciplines.
- 2) Engage in continuing education opportunities for professional and personal growth.
- 3) Personal conduct reflective of CCSC and Theological Horizons statements of faith and values.

#### **Candidate Profile:**

- 1) Bachelor's degree required
- 2) Internship limited to candidates under 26 years old
- 3) Ability to recruit, motivate, empower, and equip others for leadership in ministry
- 4) A team player and someone who can take initiative and work independently
- 5) Strong organization and time-management skills
- 6) A committed desire to grow in wisdom, knowledge and compassion