

**CCSC Internship:  
Content and Communications  
CSCC & Chesterton House**

**Position Description:** Chesterton House exists to facilitate the discovery of the intellectual riches of the historic Christian faith, thereby empowering more faithful Christian living among students at Cornell University. Together, the Consortium of Christian Study Centers (CSCC) and Chesterton House (CH) are seeking a qualified individual to serve as Content and Communications Intern in the intellectually demanding setting at Cornell. The internship is a full-time, residential position with responsibilities divided between a ministry role and an administrative/programming role. The position regularly entails evening and weekend hours.

**Accountability:** The intern is accountable to the Executive Director of CSCC and to the Executive Director of CH. The Executive Directors will coordinate the supervision of the position.

**Collaborates with:** Executive Directors, CH staff, and student leaders.

**Responsibilities**

- Maintain a presence on campus and carry out regular relational contact work.
  - Regularly meet with student contacts and seek out new student contacts.
  - Help integrate students into the local church.
  - Help students get connected to CH programming, conferences, and other transformational opportunities, especially through the development and use of social media strategy, including but not limited to Instagram, FaceBook, Twitter, and GroupMe.
  - Facilitate partnerships between CH and other Christian ministries at Cornell University by visiting campus fellowship meetings regularly and participating in initiatives that foster unity among fellowships.
- Provide support to Chesterton House's living-learning community:
  - Take initiative to create a healthy culture and intentional Christian community drawing on historic resources of spiritual formation and practice, and model Christian living as a resident of the community.
  - Work with CH staff in the development of content for use in CH programming, especially Sunday night dinners and retreats.
  - Work with CH staff in developing regular electronic engagement with students, including social media and email newsletters.
  - Nurture students learning to share their spiritual, physical, and academic lives together, learning disciplines such as service, love, mutual support, and forgiveness and reconciliation.

- Work with other CH staff to recruit, interview, and select prospective residents.
- Participate in leading CH spiritual formation and direction groups with residents.
- Maintain CSCC-related communication and commitments:
  - Fulfill communication responsibilities to CSCC Executive Director.
  - Raise all CSCC Ministry Account funds necessary to cover ministry expenses.
  - Participate in ongoing training and professional development opportunities as set forth by CSCC and CH.

**Lifestyle Commitments:**

- Spiritual Health & Fellowship—including membership in a local church, study of Scripture and spiritual disciplines.
- Engage in continuing education opportunities for professional and personal growth.
- Personal conduct reflective of CSCC and CH statements of faith and values.

**Candidate Profile:**

- Bachelor’s degree required.
- Some level of familiarity of intentional living communities.
- Ability to recruit, motivate, empower, and equip others for leadership in ministry.
- Strong written and verbal communication skills.
- A team player, but someone who can take initiative and work independently.