

# Community Development Intern/Resident:

## Sample Job Description

### Major Projects

- Summer
  - Assist with planning of Fall Serve Day and Mendota Block Party in August
  - Help coordinate summer events with local school partners
- Fall
  - Assist with planning of Christmas Stores at our local school partners
  - Assist with the early stages of planning Kingdom Justice Summit
- Spring
  - Assist with the end-stage planning of Kingdom Justice Summit
  - Assist with planning of Spring Serve Day
- Full-Year
  - Help coordinate volunteer opportunities with local school partners
  - Learn/possibly participate in a National/Global Service Trip

### On-going Weekly Tasks

- Social Media posts - Local, National/Global, Special Events
- Coordinate use of the Community Development Desk at DCC Sprecher Campus
- Book: **Serving Local Schools: Bring Christ's Compassion to the Core of Your Community** (weekly chapter reading)

### Meetings

- Weekly Community Development meeting: **Tuesdays 9:30-10:30 am**
- Staff Coffee: **Wednesdays 10:00-10:45 am (every other Wednesday, see calendar)**