

HOW TO APPLY:

Send a current résumé and cover letter explaining why you want an intern position at Catholic Charities to: Sally O'Dwyer sodwyer@ccda.net

Questions? (703) 841-3838

Our mission, rooted in the Gospel of Jesus Christ, seeks to implement the Church's mission of social justice in the Diocese of Arlington in ways that strengthen individuals, families, and communities. Catholic Charities extends its services and resources to all in need.

Our programs serve more than 25,000 people every year.

Programs include:

Soup Kitchen/Food Pantry
Thrift Store/Shelter
Immigrant Services
Senior Services
Emergency Assistance
Information and Referrals
Counseling
Parish Social Ministry
Prison Ministry

A Catholic Charities Internship offers invaluable experience to students and gains their service in helping those in need in our community.

We hope through our internship program to inspire students to consider a career in the nonprofit arena.

CATHOLIC CHARITIES

of the Diocese of Arlington
Arlington, VA

www.ccda.net

COLLEGE & HIGH SCHOOL INTERNSHIPS



Offering unpaid internships in a faith-based social service setting.

Enrichment Benefits

- ☺ Explore possibilities for future work
- ☺ Build your résumé
- ☺ Learn about the world of professional work
- ☺ Gain experience in a career field
- ☺ Help change lives for the better
- ☺ Use your skills, talents and especially your creative impulses productively
- ☺ Get a glimpse into what you want to do “when you grow up”
- ☺ Possibly earn academic credit
- ☺ Meet new people
- ☺ Work with clients directly or provide vital support “behind the scenes”
- ☺ Learn new skills
- ☺ Know that you are making a significant contribution

☺ **Have FUN!** ☺

Catholic Charities welcomes students of all faiths for internships.

Catholic Charities will

- **Design a personalized internship to suit *your* talents and interests**
- **Try to accommodate your schedule of availability**
- **Provide orientation and training for the job**
- **Verify your work hours for service learning credit**

"In as much as you have done it unto one of the least of these, my brethren, you have done it unto me."
Matthew 25:40

Catholic Charities Office Locations:

Arlington
Alexandria
Falls Church
Leesburg
Sterling
Fredericksburg

Intern Possibilities

Develop, organize and implement educational programs for seniors who come to the agency's senior center

Write about the work of Catholic Charities for the newsletter, other news outlets, appeal letters, etc.

Develop brochures and promotional materials for the agency

Answer phones and provide information and referrals to callers as needed

Assist with volunteer coordination program, including orientation and training materials

Teach English to non-English speakers (ESL)

Assist immigrants, especially if you know another language

Organize food drives in parishes and the community

Assist with research and grant writing

More Possibilities

Gather information about social services available in the counties served by Catholic Charities

Update the agency's web site

Assist at the food pantry

Deliver food and household supplies to rural communities in the Diocese

Work at the agency's Thrift Shop, including: sorting and pricing donations, soliciting donations, assisting shoppers, organizing the merchandise and arranging attractive displays

Help design and write policies and procedures

Work on the development of a Handbook for Supervisors

Help Catholic Charities manage large amounts of data, including performing data entry

Work on a fundraising project

Create directories

Organize Service Learning Projects