

SCHOOL YEAR INTERN

CPC Vision

At CPC we want to be a people and a church open to how the Gospel moves.

Overview

CPC's paid school year internship offers a unique experience in a relational & programmatic ministry setting. As our interns pour out by serving the church and community, we are committed to intentionally pouring into them. Interns grow as leaders as they engage in spiritual, personal, and professional development time intentionally built into their internship. Interns are immersed in one specific department of the church, depending on the intern's area of interest and the church's needs.

For the 2025-2026 school year, CPC has internship opportunities available in **Kids Ministries & Student Ministries**.

Responsibilities

- Meet with & actively participate in development time with Director of HR & Operations
- Come to work prepared and ready to contribute to CPC's staff team
- Serve in a specific area while also being open to learning about other ministry departments in the church
- Collaborate with a team to plan and prepare for projects, programs, retreats, events, and other ministry-related activities
- Engage in relational ministry by building and maintaining relationships with CPC attenders who are active in your specific ministry area
- Perform necessary administrative and logistical tasks
- Professionally communicate and interact with congregation, staff, volunteers, visitors, and vendors
- Attend programs, events, or retreats put on by your specific ministry department
- Establish goals at the beginning of the semester and commit to pursuing those goals throughout the internship
- Connect with department staff supervisor and other team members on a regular basis

Minimum Requirements

- Actively pursuing a relationship with Jesus Christ
- Commitment to engage in CPC's faith community
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Denomination](#)
- Adherence to [CPC's Intern Lifestyle Commitment](#)
- Highly teachable with a desire to be mentored and to grow in leadership
- Ability to engage people in authentic, relational ways
- Collaborative working style and team mentality
- One year post high school graduation up to age 24

Preferred Requirements

- Leadership experience
- Self-starter with a strong work ethic
- Creative and flexible mindset
- Strong organization, detail-orientation, and multi-tasking skills
- Basic understanding of vocational ministry with a desire to learn more

Physical Requirements

- Ability to sit, walk, and/or stand for extended times
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

Position Reporting: School Year Interns report to the Director HR & Operations.

Hours: This is a seasonal, temporary, part-time position, approximately 15-20 hours per week. The workweek is determined based on specific ministry area needs and the intern's individual schedule. Depending on assigned team, there may be some additional weekend and evening hours.

Dates: Internships are offered during fall & spring semesters.

Travel: This position may require overnight travel based on the assigned team.

Compensation: School Year Interns receive a stipend ranging from \$2000-\$3750 based on the number of hours and other factors such as experience, skillset, education, and role requirements. The stipend is paid out over the course of the internship.

Application Details: To apply to be a School Year Intern, please contact us via email at employment@cpcedina.org. Provide a cover letter and a current resume outlining your experience and relevant qualifications.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.