

Student Internship Position Descriptions (2025-26)

General Notes

1. Intern position descriptions are subject to change depending on several factors, including but not limited to the state of partnerships in the 2025-26 academic year.
 2. All interns are expected to abide by [the general expectations for all CCSJ+YRI Student Interns](#) alongside the expectations listed in their specific role.
 3. All student interns can work a **maximum of 10 hours a week** for their internship and are paid **\$15/hour**.
 4. Some internships have additional requirements and expectations (which are highlighted and italicized in **yellow**) for the role. Applicants who cannot fulfill these requirements and expectations will not be selected for that specific position but are encouraged to apply for a role for which they are eligible.
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Service Coordinators

Service Coordinators (4 Positions Available)

- Coordinate logistics for service with 1-2 community partners.
- Facilitate orientations and reflections for service and engagement participants.
- Communicate (*via e-mail or phone call*) with community partners.
- Communicate (*via e-mail or phone call*) with faculty members (*for community-engaged learning courses only*).
- Provide direct support to community partners, as needed.
- Schedule participant service times.
- Coordinate Motor Pool (Parking & Transportation) requests for service participants.
- Track attendance of student participants.
- Collect quantitative & qualitative data from student participants.
- Other responsibilities as needed.
- **Likely (But Unconfirmed) Partnerships for the Upcoming Academic Year Include:**
 - GEDCO CARES
 - Govans Elementary School / Walter P. Carter Elementary-Middle School (***Must be available between 2-4PM at least 2 days a week (between Monday through Thursday)***)
 - Soccer Without Borders
 - Refugee Youth Project
 - Tunbridge
 - Bridges
 - CASA de Maryland
 - Additional Faculty-Led Initiatives
 - Note: These partnerships are not confirmed for the upcoming academic year. In addition, more partnerships can be announced prior to the fall semester.

Advocacy & Civic Engagement Program Coordinator (1 Position Available)

- Support and collaborate with campus and community partners on civic engagement and advocacy initiatives.
- Support in planning, facilitation and execution of the Ignatian Family Teach-In for Justice in conjunction with the Campus Ministry Social Justice Intern.
- Remain informed on and spread awareness of relevant state and federal policies.
- Provide support to York Road Partnership's civic engagement and community organizing efforts.
- Assist in the coordination and facilitation of student leader trainings and Messina workshops on topics such as (but not limited to) responsible citizenship and voting.
- Plan and coordinate CCSJ's Coffee & The Court and other civics programming.
- Other responsibilities as needed.

Food Access Program Coordinator (1 Position Available)

- Coordinate weekly Soul Kitchen meal service at Govans Presbyterian Church, every Sunday.
- Oversee onboarding, coordinate logistics, and guide reflections for Loyola service participants at Soul Kitchen.
- Coordinate campus food donations for VIVA House, the Catholic Worker House of Hospitality that serves meals and distributes food to families in Southwest Baltimore.
- Deliver bags to VIVA House, typically the third or fourth Wednesday of the month.
- Support programmatic efforts overseen by the York Road Food Equity VISTA.
- Clean the community fridge once a week, in coordination with VISTA.
- Communicate effectively with all stakeholders.
- Connect Loyola students with community organizations and advocate for justice issues related to food access and nutrition.
- Other responsibilities as needed.
- *All applicants must have a driver's license to drive food donations to VIVA House and for transportation to Soul Kitchen.*

Special Projects Program Coordinator (1 Position Available)

- During the Fall semester, support the GA for Special Projects to coordinate and market efforts for York Road Halloween Block Party and Presents for Christmas.
- During the Spring semester, support the GA for Special Projects to coordinate, recruit, and prepare service participants for the annual Special Olympics Swim Qualifier - annual swimming event at the Fitness and Aquatic Center hosting Special Olympics athletes from all over Maryland.
- Throughout the academic year, support the GA for Special Projects with any additional projects and programs (such as visitation days with partnering schools, post-graduate service fairs, etc.) with relevant CCSJ + YRI staff.
- Connect Loyola students to support the needs of community organizations and advocate for justice issues related to poverty and/or (dis)ability rights.
- Other responsibilities as needed.

Sustainability Program Coordinator (1 Position Available)

- Oversee the Forever-Green Thrift Store once per semester, including the recruitment and oversight of the Forever-Green Team.
- Support collaborative efforts between CCSJ + YRI, Maryland Catholics for Our Common Home, Campus Ministry, and the Office of Sustainability, including serving as a student representative on Loyola's Sustainability Committee and advertising and recruiting for the Legislative Day about environmental justice
- Organize and promote one-time and/or occasional service opportunities pertaining to sustainability for campus community.
- Organize an Earth Week event in April
- Oversee CCSJ + YRI office sustainability efforts in coordination with Office Manager team.
- Connect Loyola students to support the needs of community organizations and advocate for justice issues related to sustainability and environmental racism.
- Other responsibilities as needed.

Immersion Program Coordinator (1 position)

- Support the Assistant Director of Immersion to plan and implement weekend and academic break immersions, through recruiting and training student leaders, advertising and promoting service opportunities, and logistical support.
- Provide administrative support for Immersion programs and events.
- Immersion projects may last a full day to 2 weeks, and they may take place locally, nationally or internationally.
- Group Facilitation skills required (such as leading small group discussions).
- Strong relational and organizational skills required, as well as an ability to prioritize multiple tasks.
- Other responsibilities as needed.
- *While the person in this position will not be required to attend all immersion trips, they must be available for select weekends and Spring break.*

York Road Commercial Corridor Program Coordinator (1 Position Available)

- Support the York Road Initiative programming and events for building up the commercial corridor.
- Organize, plan and recruit participants for at least 3 York Road Community Days per semester, including the training and oversight of the York Road Community Day student leader team.
- Organize, plan and support engagement opportunities related to local purchasing throughout the York Road Corridor (e.g., Local Purchasing Guide, Small Business Crawls, etc.).
- Coordinate with the York Road Business Improvement District (BID) and the Public Spaces and Greening Committee
- Support initiatives regarding the York Road Business Improvement District (*as needed*).
- Other responsibilities as needed.



Youth Engagement Program Coordinator (1 Position Available)

- Plan, coordinate, and facilitate regular program activities for youth, including community engagement events, educational sessions, and recreational opportunities.
- Communicate regularly with community partners to coordinate logistics, provide updates, and offer direct support as needed.
- Maintain strong relationships with external organizations and individuals involved in the program.
- Collaborate with internal teams, campus partners, and relevant clubs/organizations to maximize youth program impact and ensure smooth integration of resources and efforts.
- Monitor and track participant attendance and engagement for each event or session.
- Collect both quantitative and qualitative feedback from participants to assess program success and identify areas for improvement.
- Manage the program budget, ensuring financial resources are allocated appropriately and within guidelines.
- Support youth engagement initiatives, including collaborative efforts with partner organizations and staff to address key issues or opportunities for improvement in education, equity, and community involvement.
- Foster opportunities for students to connect with and support community organizations, advocating for relevant social justice and educational equity initiatives.
- Other responsibilities as needed.



Publicity Assistants

Social Media & Website Specialist (1 Position Available)

- Support the Assistant Director for Operations in creating a cohesive image and brand for postings on CCSJ's social media platforms including Facebook, Twitter, Instagram and YouTube.
- Develop a posting calendar for CCSJ's social media platforms.
- Oversee social media/creative and website requests for the department in timely fashion.
- Collaborate with other student interns in marketing and promotion needs.
- Complete Omni CMS training to learn editing tips and tools for CCSJ + YRI's website.
- Help update the CCSJ + YRI website frequently to reflect current programs, events and activities.
- Other responsibilities as needed.

2D/Graphic Design Specialist (1 Position Available)

- Design appropriately sized flyers, posters, postcards, Greyhound newspaper advertisements, and digital signage.
- Update and optimize official printed materials such as handbooks or brochures.
- Collaborate with social media & website specialist in designing completed flyers on CCSJ's social media.
- Other responsibilities as needed.

Videography & Photography Specialist (1 Position Available)

- Oversee photography and videography projects for CCSJ, YRI and community partners (*as needed*).
- Collaborate with other student interns in photography and videography needs.
- Other responsibilities as needed.

Outreach & Engagement Coordinator (1 Position)

- Connect with and support student organizations and campus partners who actively partake in, are looking to partake in, and/or have missions with an explicit connection to community engagement & service and justice-based advocacy.
- Coordinate presentations with campus partners on topics, such as CCSJ + YRI engagement opportunities, responsible citizenship, and/or Loyola-York Road history & context.
- Assist in the coordination and facilitation of student leader training on topics such as (but not limited to) responsible citizenship and justice-based advocacy.
- Assist in training student intern staff to conduct presentations and training for additional departments and organizations.
- Provide ongoing support for any in-person promotional efforts for CCSJ + YRI and/or community partners, including but not limited to tabling campaigns and fairs.
- Engage in ongoing training and development to grow knowledge base in history and ongoing initiatives of communities along the York Road corridor.
- Other responsibilities as needed.

Office Manager (2 Positions)

- Oversee the main CCSJ Outlook email and provide timely responses.
- Organize and disperse the CCSJ + YRI events newsletter on a weekly basis.
- Support CCSJ + YRI administrative assistants with day-to-day assignments.
- Oversee CCSJ + YRI office sustainability efforts in coordination with Sustainability Programming Coordinator Intern
- Assist with the coordination and calendaring of CCSJ + YRI gatherings, including but not limited to impromptu open forums/spaces, end-of-semester appreciation efforts, senior recognition events, etc.
- Collaborate with the Mission & Identity Office Managers team, to coordinate and calendar shared M&I activities, including but not limited to the Cohn Hall Cafe impromptu open forums/spaces, teambuilding activities and holiday parties
- Assess the inventory of office supplies and materials in collaboration with the Mission & Identity Office Managers team
- Maintain the Cohn Hall common area and the Cohn Hall student intern work area, in collaboration with the Mission & Identity Office Managers team
- Other responsibilities as needed.