JOB OPENING: Restorative Justice Intern at CCC Office, Sacramento, CA.
16 hours week for 24 weeks during the 2020-2021 school year. Hours/days are flexible. This position assists the Associate Director for Restorative Justice in the management of CCHD funded statewide Restorative Justice projects. For more information please email Debbie McDermott (dmcdermott@acatholic.org).

Job Description

Project monitoring and evaluation of CCHD grants
Actively network our Restorative Justice community throughout the state and build strong relationships with diocesan offices.
- Coordinate and participate with the restorative justice directors on monthly phone calls and emails so that they can better coordinate their efforts.
- Communicate regularly with diocesan grant partners. The intern will meet in person or by phone on a weekly and monthly basis with our California Diocesan RJ directors and grant partners. The intern will meet with local/nearby grant partners more frequently. The intern will meet with ALL statewide RJ Director and grant partners at least twice.

- Letter and Article Writing
  The intern will promote the work of the projects by taking notes and writing articles for our website and social media and assist in preparing information to share with the CCC Bishops at their meetings. The intern will use these notes to ensure that actions and follow up steps diocesan/statewide occur.
  Maximize progress after the meetings of restorative justice directors by taking notes, recording reports and ideas shared, noting follow-up steps, and helping directors move those steps forward between meetings. Assist with reporting for the strategic grant to the CCHD.
  Create postings to Facebook and Twitter for the restorative justice project and continue to teach and encourage all our projects to participate in social media
  our restorejustice.com website that folds into the CCC website.

- Parish Education, Training, and Outreach Projects
  Continue to collaborate with our ministry partners on messaging for English and Spanish radio stations, website and social media activity to educate and inform Catholics about our works.

  This will include a focus on addressing racism in our disenfranchised communities, outreach to crime survivors and families of homicide, legislatively working to change the penal codes to support reform.

  We are also continue our collaborating with our RECOSS partners to follow up on V Encuentro outcomes promote our RJ work/projects to the Spanish speaking.

  Encourage and assist in promoting our partnership with Santa Clara University distance learning Master’s in Pastoral Ministry with a focus on restorative justice and chaplaincy. This program is currently active in the Dioceses of San Diego and Oakland and will be in the Fresno in 2020.

  Attend the Archdiocese of Los Angeles Religious Education Congress and work at our booths – CCC Advocacy and Restorative Justice. This will afford opportunities for the intern to meet with
diocesan partners from many ministries and with the 30k people who attend this marvelous event.

§ **Research, Analysis, or Feasibility Studies**
Participate in RJ Legislative Strategy meetings with partner organizations, taking notes, recording reports, and following up, as needed such as, participating in legislative visits, attending legislative committee hearings and assisting in testifying on bills. The intern will assist in coordinating arrangements for legislative testimony that promotes RJ and Catholic Social Teaching.

- **Relationship-building with CCHD-funded groups and other community development projects.**
Coordinate with our statewide Legislative Network staff to promote advocacy for bills related to restorative justice issues in the state.

Gather testimony and personal stories in support of the Church’s involvement in restorative justice from survivors of crime, formerly incarcerated people, law enforcement, lawmakers, and members of CCHD-funded organizations, about how the work has impacted them and their community, and why it is important. Share these stories with news media, on the website, and on social media.

**Grant parameters for the internship:**

1) **For how much funding was I approved?**
   If you are able to recruit a suitable, low-income candidate or a seminarian/religious candidate then your grant amount will be $6416.00 (for 16 hours/week). If your chosen and approved candidate is not low-income, your grant amount will be only $6080.00 (for 15 hours/week).

2) **What does this grant amount cover?**
   A grant for a low income or seminarian/religious intern will cover 16 hours a week for 12 weeks per semester, or 24 weeks during the entire school year. A grant for a non-low income intern will cover 15 hours a week for 12 weeks per semester, or 24 weeks during the entire school year. (Please see CCHD Intern Application, p. 5, for a definition of “low-income.” For the purposes of the intern program, seminarians and women religious are also considered low income.)

**All grants cover:**
- Compensation for interns at a rate of $14.00 per hour. • FICA or HI (Medicare) taxes, if applicable and if requested on the application for funding and approved. • Transportation to and from, housing, and most meals for the mandatory intern orientation in Washington, DC on May 27 – May 29, 2020 **NOTE: THIS IS NOW ONLINE AND POSSIBLY IN PERSON LATER IN THE YEAR**