Social Justice Coffee Hour (SJCH) Lead Intern
Position Description

Overview
The Social Justice Coffee Hour Lead Intern in the Office of Sustainability (OoS) at the College of Charleston (CoC) is responsible for developing and implementing SJCH programming for the campus and broader community. SJCH is a core program of the OoS and requires a professional presence, an understanding of intersectionality, and the ability to intellectually collaborate with the OoS Team, CoC Faculty, and community organizations.

Duties
The duties outlined below may be amended as needed. The SJCH Lead Intern will:

- Provide a forum for educated and informal dialogue about different social justice issues by presenting attendees with different viewpoints and voices on a selected topic
- Explore the work that community members are doing to address these issues while connecting attendees with these organizations and individuals
- Perform thorough research to become well-versed on the nuances of the particular social justice issue being examined
- Contact potential facilitators who could contribute to the SJCH discussion
- Create discussion questions that adequately examine the social justice issue at hand
- Capture attendee survey feedback and implement suggestions in future coffee hours
- Meet regularly with the Media Team to coordinate event promotion
- Coordinate catering for SJCH’s with the OoS Office Manager

The SJCH Lead Intern is expected to foster a safe and respectful space through empathic listening and insightful conversation, while highlighting the intersectionality between multiple issues. Strong facilitation skills and knowledge of social justice issues will be essential for success in this position.

In addition to the specific duties mentioned above, the SJCH Lead Intern will be required to complete the following* as part of the core Office of Sustainability Internship Program:

- Attend weekly meetings and mandatory Office events and trainings, including Orientation
- Maintain a project journal
- Set Internship goals, produce a project timeline, and complete an Internship Checklist to monitor progress
- Meet with Staff Advisor on a semimonthly basis (2x/month)
- Submit weekly updates to Staff Advisor
- Complete one self-assessment
- Respond to the Internship Program Exit Survey

*Note: The time spent completing the above counts toward the Program’s hour requirements.

This position requires a minimum commitment of 1 semester and 12 hours per week during the academic semester. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Assistant Internship Coordinator and the Intern & Student Coordinator.