



NWCASA Advocacy Intern Job Description Bachelor's Level

Supervisor: Medical/Legal Advocate, Volunteer Coordinator, Prevention Education Coordinator [can do BSW supervision] or Fundraising/Events Coordinator

Hours per Week: TBD by Intern and Supervisor

Rate of Pay: Unpaid Nonprofit Internship

Description:

The Advocacy intern's role is to provide administrative support to the Medical/Legal Advocate, and/or, Prevention Education, and/or Volunteer Coordinator. This includes scheduled Hotline shifts, administrative support, outreach, education presentations, and other general duties as assigned. The Advocacy intern will also work directly with survivors of sexual assault.

Responsibilities:

24/7 Hotline Crisis Intervention:

- Answer calls during assigned shifts (Overnights are required)
- Work closely with survivors in a hospital setting
- Fill out paperwork in a timely manner

Administrative Support:

- Review and organize files
- Prepare 40 Hour Training Binders
- Prepare Hospital Packets
- Make copies as needed
- Review and organize Volunteer Resource Manual
- Put together sweat suit bundles for survivors in the hospital
- Assist with the hotline scheduling system
- Other general office tasks as assigned

Prevention Education:

- Participate in K-12th Educational Presentations in local schools
- Aid in The Clothesline Project presentation set up/description
- Provide support/crisis advocacy to students disclosing sexual violence
- Support students who are creating Clothesline Project t-shirts
- Provide resources and advocacy needs to students in school settings
- Fill out paperwork in a timely manner
- Aid in outreach & coordination for prevention education services
- Collaborate during creation of new prevention education presentations

Outreach

- Attend Volunteer Recruitment Events
- Attend General outreach events and functions
- Hang flyers and hand out brochures to businesses/organizations/churches/etc. in our service area
- Other general outreach tasks as assigned

Fundraising/Events

- Assist with the planning and execution of Fundraising events, including but not limited to “Walk a Mile in Her Shoes” and our annual event
- Develop and implement social media outreach strategies
- Identify target fundraising populations
- Other general fundraising and event tasks

Legal Advocacy

- Attend court and observe legal system with Legal Advocate as appropriate

Skills and Qualifications:

- Current Bachelor’s level student, preferably seeking degree in psychology, criminal justice, social work or related field
- Knowledge of sexual violence issues
- Ability to deal sensitively with victims of sexual violence and their significant others
- Public speaking abilities
- Able to work independently and to prioritize/organize tasks
- Ability to provide own transportation
- Has not received any medical/legal advocacy within the past year or counseling at Northwest CASA within the past two years (themselves or anyone in their immediate family)