



INTERNSHIP DESCRIPTION

- Internship Title:** Education/Community Outreach Intern, Education Department
- Reports To:** Volunteer Director (for site supervision);
Director of Education and Training (for position duties and oversight)
- Classification:** Intern, unpaid

Summary

The Education/Outreach Intern will engage in a variety of activities to support the education department at the Rape Crisis Center. Through this internship, the Education/Outreach Intern will work at a macro level by engaging individuals in events, raising awareness of the RCC's services, and elevating the RCC's profile in the community. The internship position involves a high level of in-person interaction with staff and community members alike. Intern will be expected to have a solid understanding of RCC services, sexual assault statistics, and primary prevention of sexual violence.

Responsibilities

- Presentation observation – Intern may observe presentations given to a variety of audiences from youth to parents to professionals on topics related to sexual violence and healthy relationships. Intern will be involved in planning for the presentation, observation, and debriefing with the presenter. If interested, the intern will have the opportunity to co-facilitate presentations and prevention education groups, once they have completed training and observations.
- Community outreach fairs – Intern may represent RCC by hosting a table at various community events and sharing information about RCC's services to attendees. Events may take place on college campuses, corporate offices, and other community-based spaces.
- Event support – Intern may engage in pre-event planning and marketing, day of event greeting, check-ins, and activities, and post-event thank you, data entry, and debriefing for a variety of RCC's community education events.
- Meetings and discussions – Intern will be invited to monthly department meetings, agency staff meetings, and will be included in department discussion of articles and other media covering pop culture, research, and current events relevant to our work.
- Networking – Intern may participate in ongoing coalition and community meetings and share updates from meetings with department staff. Networking with personal and professional contacts to extend RCC's reach into targeted areas of the community will also be encouraged.

Qualifications

- An understanding of and empathy for survivors of sexual assault and abuse.
- Excellent written and oral communication skills.

- Enthusiasm for community-based work.
- Ability to maintain professional integrity and confidentiality.
- Familiarity with research and educational materials related to sexual violence.
- Bilingual in Spanish, preferred.
- Responsive to emails for check-ins and sharing of education materials.
- Ability to work a flexible schedule including weekdays and occasional evenings.
- Computer skills, specifically in entering data into electronic databases.

Additional Requirements

- Completion of department-specific training beyond the 40-hour Office of Attorney General advocate training.
- Passing a separate criminal background check through Communities In Schools and local ISDs in order to work with youth in schools.
- Availability on a weekly basis.
- Valid Texas driver's license, access to an automobile, and ability to travel within the city as needed.

Special Projects

In addition to completing the minimum requirements listed above, interns who would like to deepen their involvement with the agency are encouraged to collaborate with a staff member to develop a special project. Each project will be expected to meet program needs while allowing an intern to pursue individual interests and goals related to the RCC's mission.

Physical Requirements & Working Conditions

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate – Lifting, pulling, pushing up to 25 pounds, assisting and/or helping lift items or awkward weights. Some bending/stooping, reaching above/below waist, lifting, walking, standing, kneeling, pushing/pulling movements.

Following are necessary to do this position tasks: seeing, hearing, talking.