



## **Administrative and Advocacy Internship Description**

**Position Summary:** The Administrative and Advocacy Intern's role is to provide support to the Rape Crisis Intervention Service's (RCIS) Clinical Team. This includes advancing advocacy efforts, providing client care through scheduled helpline shifts, engaging in community outreach, and assisting with other general office duties as assigned. The intern will be under the supervision and direction of the Clinical Team and will become familiar with crisis intervention implementation. Duties, responsibilities, and activities may change at any time throughout the semester based on the needs of RCIS and the Clinical Team, with notice provided to the intern.

### **Functions and Responsibilities:**

- Provide assistance to staff with administrative responsibilities including, but not limited to: phone coverage, data entry, and creating and organizing advocacy and media materials;
- Participate in mandatory volunteer advocate training course (10 hours);
- Sign-up for a minimum of 4 helpline shifts per month;
- Implement crisis intervention techniques during client contact through helpline shifts;
- Assist the Clinical Team in planning and preparing group psychoeducation sessions.

### **Other Duties:**

- Research and present a brief end of semester project to RCIS staff members;
- Attend webinars/trainings on topics related to sexual assault advocacy, trauma informed care, etc.;
- Assist with the planning and execution of fundraising events;
- Attend fundraising events and outreach functions.

### **Education:**

Internships are open to current Bachelor's level students with a minimum overall GPA of 3.0. Those seeking a degree in psychology, criminal justice, social work, women's studies, or a related field are preferred, although not required.

### **Skills:**

- Ability to show empathy and confidentiality when engaging with survivors of sexual violence and/or their family members
- Strong organizational and communication skills with keen attention to detail
- Knowledge of MS Office applications and video conferencing technologies
- Ability to work independently and to prioritize and organize tasks

### **Qualifications:**

- Must be at least 18 years of age
- Must pass background check
- Ability to access reliable transportation when needed
- Is not a current RCIS therapy client, or has not received any counseling services from RCIS within the past two years (themselves or anyone in their immediate family)