



Community Engagement and Outreach Internship Description

Position Summary: The Community Engagement and Outreach's role is to provide support to the Rape Crisis Intervention Service's (RCIS) Community Education and Engagement Team. In the interim, the intern will be under the supervision and direction of the Clinical Team and will become familiar with all RCIS operations. 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 a variety of administrative responsibilities, including, but not limited to: phone coverage and organizing and developing advertising and media materials;
- Engage with existing community partners and implement strategies to develop new partnerships;
- Aid in outreach and coordination for prevention trainings and education services;
- Develop and implement social media outreach strategies and enhance existing social media accounts;
- Identify target fundraising populations and categorize existing donors;
- Attend fundraising events and outreach functions, including, but not limited to: Run for Resilience 5k, restaurant nights, community education presentations, and our Walk a Mile event.

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.;
- Participate in 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;

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, communications, public relations, or a related field are preferred, although not required.

Skills:

- Knowledge of event planning, social media management preferred
- Strong organizational and communication skills with keen attention to detail
- Knowledge of MS Office applications, video conferencing technologies, social media applications, Canva
- 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)