The North Carolina Coalition Against Domestic Violence (NCCADV) leads the state’s movement to end domestic violence and to enhance work with survivors through collaborations, innovative trainings, prevention, technical assistance, state policy development and legal advocacy. NCCADV is a membership agency that provides support to a network of allied professional and local domestic violence agencies that serve all 100 counties in North Carolina.

STUDENT INTERN JOB SUMMARY:

The student intern will work under the supervision of a staff member who meets the educational and work related qualifications required by the student’s university. Specifically, the student intern will be tasked with providing research and administrative support for NCCADV’s comprehensive training and technical assistance program. One of the primary projects will be helping to coordinate a planning committee of student activists across NC planning a summit for student leaders on the prevention of intimate partner and sexual violence. In addition, the student intern will assist the NCCADV communications team with activities related to awareness raising, including social media and literature development and distribution. Also, the student intern will be a part of the planning team for the 2018 Biennial Conference. Finally, the Student intern will assist the Training Specialist in preparing materials for upcoming trainings and providing other training logistical support.

A student intern will be provided with working space as needed— some work can be performed offsite. The student intern is expected to follow the guidelines NCCADV’s policy and procedure manual outlines, and is expected to participate in an orientation process facilitated by the supervisor. Further tasks will be defined by the student and supervisor.

STUDENT INTERN JOB QUALIFICATIONS:

Experience and Knowledge

- Knowledge of dynamics of domestic violence and best practices for response
- Experience with creating and maintaining spreadsheets, developing communications materials, managing simple projects with minimal supervision, and providing outstanding customer service;
- Recognition of vulnerable populations and potential limitations to accessing social services;
- Understanding of Microsoft Word and Excel, social media platforms, and graphic design computer applications;
- Strong organizational skills

Education

- Currently enrolled in undergraduate degree program with an accredited college or university

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LOCATION:

The student intern position is based out of NCCADV office on 3710 University Drive, Suite 140 in Durham, NC. However, some tasks may require traveling off-site to other locations and some work may be completed remotely.

TO APPLY:

Send a resume and cover letter to Rebecca Swofford, MSW, Training Specialist, at rswofford@nccadv.org by August 22nd. Only complete applications will be considered. No phone calls, please.