

Ampersand Sexual Violence Resource Center

Position: Community Engagement Intern

Updated: August 2017

This position reports directly to the Director of Community Engagement

Essential Duties

Provide assistance to enhance implementation and growth of Community Engagement Service Line for a 17-county region

1. Assist Volunteer Coordinator in building volunteer services. May include:
 - a. Seeking out and engaging in volunteer recruitment opportunities
 - b. Managing volunteer training logistic
 - c. Presenting volunteer training modules
 - d. Preparing materials for quarterly ongoing educational sessions
2. Assist Prevention Coordinator in building prevention education services. May include:
 - a. Assisting with Green Dot implementation as appropriate
 - b. Conducting research for educational presentations
 - c. Presenting to middle school, high school, and/or college students
 - d. Representing AMPERSAND at tabling events
3. Other duties as assigned by Director of Community Engagement

Qualifications

- High school diploma or GED
- Ability to work flexible hours, may include evenings and weekends
- Proven ability to work well in a team setting while also being able to work independently
- Excellent communication (both verbal and written) and interpersonal skills
- Ability to maintain sensitive information in a confidential manner
- Proven multi-tasking, organizational and time/decision management skills
- Willingness to take an intersectional, anti-oppression approach to the work
- Ability to pass a background and reference check
- Experience with community engagement, volunteering, and/or teaching preferred
- Knowledge of/interest in dynamics of trauma and impact of sexual violence preferred

Physical demands, work environment, and equipment used

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing the essential duties of this job, the employee is frequently required to stand or sit; use hands to finger, handle, or feel; talk; and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.
- Work environment: The duties of this position are performed in a typical administrative office environment but may also require traveling. While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The noise level of the environment is usually minimal.

Equipment used: Office equipment (computer, phone, copier, projector, etc.).