



EMBRACE SERVICES, INC INTERNSHIP

Embrace Services offers internships for individuals looking to gain valuable knowledge of the non-profit domestic and sexual violence services field. Interns with Embrace promotes safety, support and advocacy services, which have helped about 650 men, women, and children annually. Our interns will receive training in domestic and sexual violence outreach and prevention to provide support to survivors.

PAY:

This is an unpaid Internship. We will cooperate with academic institutions in order for interns to receive college credit, as well as provide professional references and letters of recommendation. Students interested in receiving credit should first check with their academic advisor to see what options are available. Applicant does not have to be a student to qualify for an internship position.

RESPONSIBILITIES:

Interns can fulfill a variety of roles. The tasks they do align with Embrace's mission statement. Common duties in a shelter environment include but are not limited to:

- Answer and direct crisis line calls and texts in a courteous and professional manner
 - Serve as a resource to answer questions and concerns
- Screen and answer the door
- Accept, sort, and organize donations
- Data entry
- Promotional and educational flyer, brochure and poster distribution
- Organize and set up awareness events
- Participate in promoting Embrace through community education and public relation efforts
- 24/7 crisis response
 - Respond to SANE call outs to provide support to survivors
 - Respond to Law Enforcement call outs to provide support to survivors during interview process
 - Be an active listener and support system to help the victim process emotions and concerns
- Provide a safe, confidential environment, and safe delivery of care
- Maintain a professional and non-judgmental relationship with survivors and community partners
- Maintain awareness and adhere to agency operating policies and procedures, including confidentiality and follow all professional operating guidelines
- General cleaning and maintenance of offices

Interns may be asked to assist with:

- Student groups
- Presentations to schools or community groups
- Survivor advocacy
- No contact drops
- Availability for court intake process
- Transportation of survivors to appointments, etc.

Our Mission

To end violence, inspire hope and provide unwavering support to all people affected by domestic and sexual violence by engaging our community in safety, equality and partnership.

If you are interested in this internship opportunity or would like more information, please email Embrace's Volunteer Coordinator at heidi@embracewi.org.

REQUIREMENTS:

We place a high emphasis on listening skills to uncover the needs of survivors. Interns will be requested to have experience with or knowledge of working with culturally diverse populations. Applicant does not have to be a student to be eligible for an internship position.

- Must be 18 years of age
- Complete a volunteer application, interview, and background check
- Sign a confidentiality agreement
- A commitment to promptness and a proven reliability
- Reliable transportation
- Ability to multi-task
- Problem solving
- Effective verbal and non-verbal communication skills
- Self-directed
- Motivated
- Non-judgmental
- Willingness to give time, interest and energy to fulfill goals of the program
- Willingness to work in an environment where survivors may be in distress
- Ability to work independently and as part of the team
- Flexibility and willingness to work on a variety of task
- Strong interpersonal skills necessary to communicate with staff and survivors
- Understanding of trauma informed care (TIC), crisis management skills, proficient knowledge of GMAIL

TIME COMMITMENT:

- Minimum 15 hours per week in the office
- On-call availability after hours (4pm – 8am)
- Monthly staff meeting attendance
- Fundraising and awareness events attendance
- Must complete mandatory volunteer and response training, includes webinars
- Attend two in-service trainings per year

RESPONSIBLE TO:

Program Coordinators / Office and Volunteer Coordinator

TO APPLY:

Fall Internship: August (3rd week) – December (2nd week)
Applications are due by June 30th

Spring Internship: January (3rd week) – May (2nd Week)
Applications are due by October 31st

Applications should include your cover letter, resume, reference list with at least 3 professional/academic references, completed application and background check release form.

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