

Child Advocacy Center Internship Descriptions

All internships are unpaid and the candidates are required to pass a Level 2 background check, including fingerprinting. If interested in the below opportunities, please contact Rose Wilder at volunteer@cacgainesville.org. Please provide a cover letter and resume.

I. Advocacy Internships

Internship Requirements:

- 10-15 hours a week on a fixed schedule
- Two semester commitment (consecutive)
- Must participate in one community event supporting the CAC

A. Case Management Internship

The Case Management Intern works closely with the Victim Services Coordinator and Victim Advocates. The Advocate department informs children and non-offending caregivers through the investigation, prosecution and treatment, and is the liaison between the professionals working the cases and the families by providing support along the process. Strongly preferred: someone currently pursuing or who has obtained a degree in Liberal Arts, Law, or a closely related field.

Interns will be expected to do the following:

- Observe child forensic interviews
- Witness criminal/civil court proceedings
- Provide support for children and their families
- Participate in case staffings with other agencies
- Assist with connecting clients with community resources
- Interact and network with a variety of professionals involved in child welfare
- Data entry

B. Forensic Interview / MDT Coordination Internship

The Forensic Interview / MDT Coordinator Intern works closely with the Forensic Interviewer. The Forensic Interview department conducts the interview of the child and families to obtain information helpful in a criminal investigation, assess the safety of the child, and any other needs such as medical or psychological care. Strongly preferred: someone currently pursuing or who has obtained a degree in Liberal Arts, Communication or a closely related field.

Interns will be expected to do the following:

- Observe child forensic interviews
- Assist in coordinating the multidisciplinary team (MDT) for forensic interviews
- Provide support for children and their families

- Participate in case staffings with other agencies
- Assist with connecting clients with community resources
- Interact and network with a variety of professionals involved in child welfare
- Data entry

II. Development Internships

Internship Requirements

- 10-15 hours a week on a fixed schedule
- Must participate in Gainesville Gone Memphis and one additional community event supporting the CAC

A. Marketing and Public Relations Internship

The Marketing and Public Relations Intern works closely with the Development Director. The Development department exists to identify, cultivate, solicit and steward individuals & companies interested in supporting the Child Advocacy Center. Strongly preferred: someone currently pursuing or who has obtained a degree in Marketing, Liberal Arts, Communications or a closely related field.

Interns will be expected to do the following:

- Create and manage social media, advertising, and web-content to increase online engagement through new marketing techniques
- Skilled in photoshop to create content for a variety of communications, including print, email, and social media
- Create a video for the CAC that gives a virtual tour of the building and includes personal testimonies, both from staff and from previous clients/caregivers
- Attend networking events and establish connections with local businesses and organizations
- Speak to local groups/organizations about the Center
- Assist with tours of the Center
- Ensure Center looks welcoming and help create and execute interior design enhancement plan
- Help cultivate relationships with donors (such as: gift drop-offs and birthday recognition)

B. Fundraising and Special Events Internship

The Fundraising and Special Events Intern works closely with the Development Director. The Development department exists to identify, cultivate, solicit and steward individuals & companies interested in supporting the Child Advocacy Center. Strongly preferred: someone currently pursuing or who has obtained a degree in Event Planning, Liberal Arts, Communications or a closely related field.

Interns will be expected to do the following:

- Assisting in planning, supporting and executing special events (such as Gainesville Gone Memphis, End of Year Campaigns, and other fundraising or awareness events)
- Opportunity to create and manage various events for fundraising and community engagement
- Assist in sponsorships and in-kind requests (both written and verbal)
- Research and prepare background for individuals, corporations and other possible sponsorships and donors

- Draft and proofread professional correspondence
- Speak to local groups/organizations about the Center
- Assist in building donor and sponsorship relationships
- Coordinate closely with others on social media, marketing, and web content to promote events and the Center

III. Finance & Administrative Internship

The Finance & Administrative Intern works closely with the Finance Director. The Child Advocacy Center receives funding from various sources: companies, foundations and government (federal/state/local). The Finance & Administration Intern will become familiar with the workings of a nonprofit finance department and assist with completing day-to-day finance tasks in a timely manner. The intern will also assist with other responsibilities of the Finance Director, including human resources and facilities. Strongly preferred: someone currently pursuing or who has obtained a degree in Business, Accounting, Liberal Arts, or a closely related field.

Primary Duties

- Assist with general accounting (filing, entry level processing, budgets, payroll)
- Copy and scan financial documents
- Assist with grants/contracts transactions
- Conduct research for various grants
- Assist with tasks for the Finance and Executive Director
- Create and modify various documents using Microsoft Office/ Excel
- Assist with other human resources and facilities matters, as needed
- Perform general clerical duties (photocopying, faxing, mail distribution and filing)

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