

## **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 Rebecca Underhill at [volunteer@cacgainesville.org](mailto: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 New Orleans 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)

#### **Internship Requirements:**

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