

Internship Work Plan

Voices Against Sexual Assault is looking for energetic interns who can work a flexible schedule (approximately 10-15 hours a week), who enjoy the service industry and who are able to work at least a summer or a semester's length of time. The internship may also be extended to a full year of service, based on the academic needs of the student.

We are willing to work with any level college student or graduate. Majors which would best fit the internship include: Marketing, Public Relations, Psychology, Criminal Justice, Non-Profit Leadership, Gender and Women's Studies, Sociology or Social Work, but we are open to others who may be interested in non-profit or service industries. The internship is not paid, however there are many opportunities to receive excellent practical experience.

Overview of Voices Against Sexual Assault

Voices Against Sexual Assault (VOICES) is a community collaborative that seeks to join local groups and organizations in a collaborative effort to reduce sexual victimization in our community by raising awareness through education, advocating prevention, and coordinating services.

By uniting agencies together and creating one united voice in our community, it is the goal of VOICES to educate and prevent sexual victimization in our community.

VOICES started as a Public Education Subcommittee in Kalamazoo's Comprehensive Approaches to Sex Offender Management (KCASOM) grant. This grant was awarded to the Kalamazoo County Sheriff's Department in 2006 with the purpose of developing a more effective, system-wide approach to sex offender management for Kalamazoo County, in collaboration with the Michigan Department of Corrections.

Although CASOM grant funding ended in May 2009, the group has continued to meet and has continued to collaborate with Michigan Prisoner Re-entry Initiative (MPRI) to sustain the progress that has already been made and to further advance the community.

Qualifications

In order to successfully fulfill this position, candidates must be able to perform the following duties:

- Demonstrate an understanding of the dynamics of sexual assault
- Be capable of interacting appropriately with persons who have either experienced sexual assault or committed sexual assault
- Have an understanding of available community resources for survivors of sexual assault as well as perpetrators
- Be comfortable in community event settings, presenting information as necessary
- Promote VOICES according to our mission, vision and values
- Ability to collaborate professionally with outside organizations to further the mission, vision and values of VOICES

- Participate in monthly VOICES meetings
- Ability to self-motivate and work independently as necessary
- Demonstrate appropriate use of English grammar both verbally and through written work
- Be proficient in the use of Microsoft Office, specifically Power Point, Publisher, Word and Excel
- Be able to lift and carry items up to 25 lbs.

Specific Internship Duties

The Planning Committee for VOICES meets on the first Thursday of the month from 2PM – 4PM at the YWCA of Kalamazoo. Additional committee meetings are scheduled as necessary for event planning and curriculum development. Meeting attendance is a requirement for participation in a supervised internship with Voices Against Sexual Assault as it is imperative that any intern become familiar with the Planning Committee.

Additional responsibilities will include, but may not be limited to:

Marketing

- Assisting in the upkeep of both the Facebook page for the group and the website
- Assisting in the development of a monthly newsletter
- Aiding in the promotion of the 2011 VOICES Pledge Against Sexual Assault campaign
- Other marketing duties as necessary

Service Provision

- Attendance at community education events which may include community fairs, classroom or organization lectures, etc.
- Identifying potential service recipients for community education and connecting with them about services
- Assisting in the development of community education programs as necessary
- Creation of a listing of viable community resources for survivors of sexual assault as well as perpetrators of sexual assault
- Other duties as necessary for service provision

Clerical

- The completion of an internship report, to be completed no more than two weeks following the completion of the internship or the end of the semester, whichever deadline arrives first
- Clerical duties to be performed as necessary to the position

Event Planning and Organization

- Assistance with the planning and implementation of events for Sexual Assault Awareness (SAAM) month in April
- Participation in the committee working on SAAM