



The Network

ADVOCATING AGAINST
DOMESTIC VIOLENCE

Title: Paid Internship at The Network's Centralized Training Institute

Location: Remote & Onsite

Department: Centralized Training Institute

Supervised by: Director of Capacity Building

Status: min 14 -16 hours per week

Stipend: \$2250

Apply by: January 15, 2022

Position Summary

The intern will be primarily responsible for supporting the Director of Capacity Building and the Training Coordinator in various program, administration, coordination and delivery of trainings and other learning experiences led by the Centralized Training Institute (CTI).

Responsibilities

MAIN

- The intern will be extensively involved in the planning and coordination of the second annual virtual conference scheduled for March 2022.
- As part of that, they will attend all planning meetings and support the Director of Capacity Building to coordinate all the moving pieces.
- The intern will be responsible for maintaining all notes and documentation related to the planning, coordination and delivery of the conference.
- They will provide program and administrative support in allied and specialized trainings organized by The Network.
- The intern will support the CTI team in quarterly reporting by compiling evaluations and other data as needed for the report.

OTHER

- Attend and actively participate in departmental and staff meetings.
- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional development opportunities.
- Protect The Network's value by keeping information confidential.
- Provide administrative support to the CTI team.
- Perform other duties as assigned by supervisor.

Work Environment

- Remote work will also be required. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, fax, copiers, scanners, filing cabinets.
- While performing the duties of this job, the intern is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The intern must occasionally lift and/or move objects up to 40 pounds.
- Travel between the office and other locations is required.
- In case of in-person events, late evening and weekend hours may be required.

Qualifications

EDUCATION

- Pursuing a Masters or Bachelor's degree (in Gender / Sexuality studies, African American Studies, or Social Work) with a strong commitment to anti-violence and anti-oppression work.

EXPERIENCE

- Commitment to gender-based violence prevention, social justice, transformative justice, anti-oppression frameworks and community activism
- Competency in Zoom and other online video platforms. Working knowledge of (or willingness to develop) learning management systems and computer-based training programs.
- Computer competency including Microsoft Excel, Word, PowerPoint, Canva as well as proficiency using social media.
- Strong communication skills – both oral and written.
- Must be able to work independently and as part of a collaborative team, both in-person and remotely.
- Comfortable working with people from diverse backgrounds
- Must have an understanding and commitment to the mission and philosophy of The Network.

How to Apply

Please submit resume, cover letter and writing sample to:
mrehman@the-network.org
With the subject line: "first name, last name – CTI intern"
No phone calls please.

People of Color, LGBTQIAA+ individuals, immigrants and survivors are strongly encouraged to apply. Bi/multilingual encouraged.

The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.