



The Network

ADVOCATING AGAINST
DOMESTIC VIOLENCE

Title: Paid Internship at The Network's Survivor Crisis Fund
Location: Remote & Onsite
Supervised by: Director of Special Projects
Status: Minimum 16 hours per week
Stipend: \$2500 for an academic year / \$1250 for Summer
Apply by: May 19, 2023
Starting date: June for Summer; August/September for academic year

The Network: Advocating Against Domestic Violence (The Network) is a collaborative membership-based organization dedicated to ending domestic violence and the underlying systems of oppressions that sustain it. The Network is the leading systemic advocacy voice on behalf of victims, survivors, and service providers within the Chicago metropolitan area. The Network is committed to leading the development of evidence-based services and advocating for policies that are informed by the unique social and cultural dynamics that all victims and survivors face. Through the strength, knowledge, and first-hand experiences of the membership, The Network is able to amplify voices and build an advocacy agenda that best meets the needs of victims and survivors in the Chicago area.

Position Summary

The intern will be primarily responsible for providing resources and support to survivors of domestic violence, sexual assault, stalking and trafficking who have applied for financial assistance from The Network's Survivor Crisis Fund program. The intern will be paired with two initial reviewers to support their applicants and ensure completion of application reviews.

Responsibilities

MAIN

- Provide online and phone support to applicants who have applied for financial assistance through The Network's Survivor Crisis Fund. Provide other resources to applicants as needed.
- Ensure all applications under assignment get to the point of being reviewed and closed in the application management system.
- Provide outreach to make communities aware of the Survivor Crisis Fund. Attend in-person events to assist survivors in completing applications as needed.

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 and survivor safety by keeping information confidential.
- Provide additional support to the Survivor Fund team as needed.
- If time allows, work on other projects under direction of Director of Special Projects.
- Perform other duties as assigned by supervisor.

Work Environment

- Some work at off-site locations will 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. They are frequently required to use hands to finger, handle or feel.
- Travel between the office and other locations is required.
- In case of in-person events, evening and weekend hours may be required.

Qualifications

EDUCATION/TRAINING

- Current graduate students pursuing degree in relevant subject matter preferred, but not required.
- 40 Hour Domestic Violence training required prior to start or within first month.

LANGUAGE

- Bilingual strongly preferred, especially in any of the following languages: Spanish, Polish, Arabic, Korean, Mongolian, Chinese, Tagalog.

EXPERIENCE

- Commitment to gender-based violence prevention, social justice, transformative justice, anti-oppression frameworks and community activism.
- Good communication skills – both oral and written.
- Comfortable in writing notes in English.
- Competency in Zoom and other online software platforms.
- Computer competency including Microsoft Word and Excel; comfortable using new technology/software.
- Must be able to work independently and as part of a 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 and detailed cover letter stating your interest in the internship and what value you will bring to The Network to
 Colleen Norton - cnorton@the-network.org
 With the subject line: “first name, last name – Survivor Fund 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.