



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

Location: Remote & Onsite

Supervised by: Director of Capacity Building

Status: Minimum 16 hours per week

Stipend: \$2500 for an academic year / \$1250 for Summer

Position Summary

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

Responsibilities

MAIN

- The intern will be extensively involved in assisting the Director with all pre- and post-conference work. The annual virtual conference is scheduled for March 22 & 23.
- They will be involved in extensively researching new topics for training, compilation of information and all reference materials as well as creating a slide deck for new trainings.
- They will give coordination support to the Training Coordinator for the 40-hour trainings.
- They will extend program and administrative support in allied and specialized trainings organized by CTI throughout the year.
- The intern will support the CTI team in quarterly reporting by compiling evaluations and other data as needed for the report.
- They will help in better organizing of CTI's files and folders on the shared drive.

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

- 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 an undergrad or post grad 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
- Good communication skills – both oral and written.
- Comfortable in writing notes, briefs and reports in English.
- Competency in Zoom and other online video platforms.
- Computer competency including Microsoft Word, Excel, PowerPoint, Canva as well as proficiency using social media.
- 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 – 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.