



**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, 2024

**Starting date:** June 1 for Summer; September 1 for academic year

The Network is a group of 40+ member organizations dedicated to improving the lives of those impacted by gender-based violence through education, public policy and advocacy, and connecting community members with direct service providers. We lead collaborative work to imagine and realize radical ways to respond to and end gender-based violence, focusing on the intersections between systemic violence and gender-based violence. The Network established the Survivor Crisis Fund to address critical gaps in the safety net for survivors of gender-based violence and human trafficking.

### **Position Summary**

The intern will be primarily responsible for providing resources and support to survivors of domestic violence, sexual assault, stalking and trafficking who apply for financial assistance from The Network's Survivor Crisis Fund program.

### **Responsibilities**

#### **MAIN**

- Provide online and phone support to applicants who apply 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.
- 40 Hour Domestic Violence training required prior to start.

### **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](mailto: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.*