



<b>Position</b>	Community Engagement Intern
<b>General Description</b>	The Community Engagement Intern works closely with CADA’s Awareness Committee and the Development and Volunteer Manager to carry out awareness raising and community engagement initiatives.
<b>Location</b>	CADA Mankato location
<b>Reports to</b>	Development and Volunteer Manager
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with tasks related to the planning and implementation of awareness raising activities and campaigns, including, but not limited to: Domestic Violence Awareness Month, Sexual Assault Awareness Month, Teen Dating Violence Month, etc.</li> <li>• Assist with communications and community engagement efforts</li> <li>• Assist with fundraising and development efforts</li> <li>• Maintain confidentiality of all CADA clients and staff, as well as all agency- and client-related information and business</li> <li>• Promote and uphold CADA’s values of respect, empowerment, safety, diversity and collaboration among clients, staff, and other CADA representatives</li> <li>• Maintain accurate time records and adhere to all agency policies and procedures</li> <li>• Communicate with volunteer manager and site supervisors in a timely and professional manner</li> <li>• Complete other duties as requested</li> </ul>
<b>Learning Objectives</b>	<p>Upon successful completion of internship, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Successfully plan, carry out, and evaluate awareness initiatives</li> <li>• Engage with key stakeholders to support CADA’s mission</li> <li>• Engage in systemic advocacy at a local level</li> </ul> <p>Upon successful completion of internship, the student should have a broader knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• The intricacies of domestic and sexual violence as well as available community and organizational resources for victims</li> <li>• The daily and ongoing administrative operations of a nonprofit organization</li> <li>• The marketing, development, and community engagement functions that support a nonprofit agency</li> </ul>

<p><b>Skills and qualifications</b></p>	<ul style="list-style-type: none"> <li>• Comfortable communicating with external partners on behalf of the nonprofit organization</li> <li>• Comfortable using Microsoft Office programs and social media platforms</li> <li>• Comfortable working with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis</li> <li>• Possess excellent interpersonal and communication skills</li> <li>• Motivated to lead projects with little direction, and work well independently and as a part of a team</li> <li>• Excellent organizational and time management skills</li> <li>• Maintain good communication with the Development and Volunteer Manager and an interest in professional development</li> <li>• Multilingual skills are a plus</li> </ul>
<p><b>Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• Minimum of 120 hour commitment</li> <li>• Seeking students pursuing degrees in: <ul style="list-style-type: none"> <li>○ Community health</li> <li>○ Communications or Marketing</li> <li>○ Gender and Women’s Studies</li> <li>○ Nonprofit Leadership</li> <li>○ Students from other departments or programs are welcome to apply. Course work in nonprofit leadership, communications, or gender and women’s studies is a plus.</li> </ul> </li> </ul>
<p><b>Training and supervision</b></p>	<p>All direct service interns are required to complete state mandated 40-hour sexual assault advocacy certification training.</p> <p>Students will also complete an internship orientation, as well as on-the-job training specific to their site placement. Students will have regular meetings with site supervisor in order to discuss current projects, provide updates, gain support, and conduct trouble-shooting for any difficulties that may arise.</p>
<p><b>Time Commitment &amp; Schedule</b></p>	<p>Individual schedules are created based on the student’s availability and CADA’s needs and schedule.</p>