

CLEVELAND RAPE CRISIS CENTER

Position: Training Institute Intern

Reports to: Chief Advocacy Officer and Volunteer & Internship Coordinator

Position Summary:

We are seeking a highly motivated intern at Cleveland Rape Crisis Center that is dedicated to supporting survivors of rape and sexual abuse. Under the direction of the Chief Advocacy Officer, this successful individual will assist with the marketing, procurement and logistics for the agency's Training Institute. This will include, but is not limited to:

Principle Duties and Responsibilities:

- Attend Internship training, including Ambassador training
- Research and promote training opportunities locally and nationally
- Research material for trainings by gathering content (i.e. images, video clips, peer-reviewed articles)
- Handle logistics and administrative tasks associated with trainings, including CEU materials
- Submit proposals for trainings and speaking engagements
- Market existing trainings and trainers by calling coalitions and other organizations

Qualifications:

- Currently enrolled in a college/university pursuing a bachelor's or master's degree in training & development, business, marketing, communication, media or gender studies.
- Committed to the mission of CRCC to prevent sexual violence, serve, and advocate for survivors
- Skilled in online research and analytical skills
- Highly motivated and a creative thinker
- Excellent oral and written communication skills
- Strong project management and follow-up skills
- Proficient in MS PowerPoint and other Microsoft Office applications
- Extremely organized and thorough attention to detail
- A self-starter with the ability to work independently with minimal supervision
- Perform other duties as assigned

Hours of work: This is a part time position (10-20 hours per week).

Salary: Unpaid

Start: As soon as possible

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for internships and will not be discriminated against based on race, color, religion, sex, sexual

orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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