

CLEVELAND RAPE CRISIS CENTER

Position: Project Star Intern

Reports to: Project Star Manager & Volunteer & Internship Coordinator

Position summary:

The Project Star Intern is responsible for providing support to the Project Star Manager through research, directly working with clients, and outreach.

Principle Duties and Responsibilities:

- Attend and successfully complete Volunteer training
- Direct outreach to CRCC clients, including referral calls, check-ins, and updates
- Coordinate and attend meetings in regards to client cases
- Attend court hearings and support clients through the criminal and civil justice systems with a trauma informed approach
- Research best practices in regards to programming, interventions, trends, and new legislation around issues of human trafficking
- Attend outreach events to educate the community about Project Star and CRCC services
- Facilitate Human Trafficking Training by end of internship

Qualifications:

- Working toward an Associate's degree or above in Criminology, Sociology, Psychology, Criminal Justice, or related field
- Bilingual preferred
- Committed to the mission of CRCC to prevent sexual violence, serve, and advocate for survivors
- Ability to connect with others, quickly establish rapport, and forge strong relationships
- Ability to follow up and follow through when faced with communication and partnership challenges
- Skilled at remaining calm and clear-headed in stressful or unanticipated situations
- Ability to maintain confidentiality
- Possess the ability to have cultural humility while working with unserved, underserved, inadequately served, marginalized and vulnerable populations
- Self-starter, highly motivated, keen attention to detail
- Adaptability
- Excellent organizational skills and skilled in Microsoft Office
- Valid OH driver's license and reliable transportation

Hours of work: This is a part time position (16-20 hours per week). Flexible scheduling required, weekend and evening hours are occasionally required, on an as-needed basis. One year commitment

Salary: Unpaid

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.

Updated 3.5.19