



## Development & Communications Intern – Temporary Position Description

*The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.*

The Development & Communications Intern position is an unpaid temporary internship supervised by the Development Director. The position requires 12-16 hours per week, if needed by the school's program we can accommodate 20-32 hrs. and a flexible schedule including evenings and weekends. The position is an indirect practice position (macro level). The internship may be used for course credit. Internships are available for the fall, spring, and/or summer. 12-month internships are also available.

- This is a **HYBRID/IN-Person internship; interns working full time must be in the office 3 days a week, part-time interns must be in the office 1 day a week.**

### **Responsibilities:**

1. *Social Media:*
  - Learning the voice of the agency
  - Creating & Scheduling content for both Instagram & Facebook
  - Content related to (but not limited to)
    - Support Groups
    - Healing Together Workshops
    - Center Events
    - Internal & External Fundraisers
    - Community Events
    - Instagram Reels
2. *Newsletter*
  - Learning the importance of mass communication with community partners, volunteers, staff, and our Board of Directors
  - Creating 1 to 2 monthly newsletters to gain knowledge of how mass communication can be beneficial to non-profit organizations
3. *Donor Database, Engagement, & Tracking*
  - Learning the importance of maintaining the Center's Donor Database
    - Introduction to major donor database – eTapestry
    - Learning the importance of a clean database

- Learning the importance of maintaining Monthly records to report to the Board of Directors
- Learning the importance of Donor Engagement
  - Donor Acknowledgement letters
  - Donor, Thank You Notes
  - Texting Donors through external Donor Donation database
- Learning the importance of Donor Tracking
- 4. *Non-Profit Fundraising*
  - Learning what fundraising looks like
    - 3<sup>rd</sup> Party Fundraising
    - The Organizations major Fundraising Strategies
    - Peer-to-Peer Fundraising
- 5. *What is the Board of Directors (BOD) & their role?*
  - Introduction the Organizations Org Chart
  - What is the Board of Directors' Role?
  - What does the Development team report to the Board of Directors?
  - How is the Board of Directors involved with Development Strategies?
- 6. *Cross-Team Collaboration Meetings*
  - The intern will attend All Staff - Client Services Team (CST) meeting Monthly
    - The Development Intern will learn about the Center's direct practice with the clients we serve
- 7. *Small Grant Writing Strategy*
  - Gain knowledge in the Center's small grant strategy
  - Will develop skills and knowledge in small grant writing

### **Intern Requirements:**

- **Must complete interactive Core20 Training or In-Person Core20 training PRIOR to the start of the internship.**
- **This is a HYBRID/IN-Person internship; interns working full time must be in the office 3 days a week, part-time interns must be in the office 1 day a week.**
- Must be working towards, or have completed, a degree in a human services/social justice related field (i.e., political science, women's studies, pre-law, psychology, social work, criminal justice, communications etc.).
- Must have knowledge with Instagram and Facebook.
- Comfort in working with all people who enter OCRCC, regardless of race, creed, color, national origin, age, gender identity, disability, sexual orientation.

### **Application Deadlines:**

- **Fall Internship: August 2**
- **Spring Internship: December 10**
- **Summer Internship: February 3**
- **Yearlong Internship: applications will be considered on a rolling basis**

**How to apply: Please fill out our online application. Only complete applications will be considered.**

*The Orange County Rape Crisis Center values diversity and we welcome and encourage applicants from diverse racial groups, sexual orientations, national origins, religions, ages, and disability status.*