

## **YWCA Richmond Internship Position Description**

Job Title:	Advocacy and Outreach Intern
Department/Program:	Advancement and Advocacy
Reports To:	Director of Equity and External Affairs
Prepared By:	Director of Equity and External Affairs
Prepared Date:	February 19, 2023
Approved By:	Director of Equity and External Affairs

### **GENERAL PURPOSE OF INTERNSHIP**

To provide theoretically based advocacy and outreach services to the community. This internship offers diverse learning opportunities including legislative advocacy, participation in community outreach and education, grassroots organizing, and the implementation of racial and social justice initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
*Duties may be modified based on individual student learning needs.*

**REQUIREMENTS** BSW senior or MSW first year, or pursuing a Bachelor's Degree in a field related to YWCA's work.

### **SPECIFIC TASKS**

- Assist with the planning and implementation of YWCA Richmond's racial and social justice initiatives.
- Assist with the planning and implementation of YWCA Richmond's government advocacy work.
- Assist with the planning, implementation, and evaluation of YWCA sponsored trainings and workshops.
- Facilitate community outreach and training activities on behalf of the YWCA to community partners and other agencies to raise awareness about domestic and sexual violence and available resources, childcare/ early childhood education, and racial and gender equity.
- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services.
- Complete all required daily, weekly, and monthly documentation.
- Complete a learning plan and working contract with supervisor.
- Write and submit weekly process recording and conference agenda to supervisor.
- Participates in weekly individual/group supervision and attend department meetings as appropriate.
- Serve as a hospital accompaniment advocate for survivors of intimate partner and sexual violence.
- Read (3-5) academic articles or local and state reports regarding domestic and sexual violence, childcare/ early childhood education, racial and gender equity, and/or key policy items connected to YWCA's work.