



Richmond

YWCA Richmond Internship Position Description

Job Title:	Advocacy and Outreach Intern
Department/Program:	Prevention and Outreach
Reports To:	Community Outreach Manager
Prepared By:	Director of Prevention and Community Engagement
Prepared Date:	May 6, 2026
Approved By:	Program Director

GENERAL PURPOSE OF INTERNSHIP

To provide theoretically grounded advocacy and outreach services to the community. This internship offers learning opportunities in community outreach and education, policy-informed advocacy, and relationship-building with community partners.

This role is primarily community-based. Opportunities for direct, face-to-face client contact with clients may be available depending on program needs, and some outreach and training activities may occur during the evenings or weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Support community outreach activities, tabling events, and awareness efforts (virtual or in-person as available).
- Assist with the planning, implementation, and evaluation of YWCA-sponsored trainings, workshops, and prevention education activities.
- Facilitate or co-facilitate outreach and training activities, under staff guidance, to raise awareness about domestic and sexual violence, available community resources, and childcare/early childhood education services.
- Serve as a hospital accompaniment advocate for survivors of intimate partner and sexual violence, as program availability allows, in accordance with training, protocols, and supervision requirements.
- Prepare and adapt outreach and training materials, including presentations, handouts, and digital content and complete required documentation, tracking, and reporting.
- Complete a learning plan and working contract with the supervisor and submit required weekly process recordings and conference agendas.
- Participate in supervision, trainings, department meetings, and required learning activities, including process recordings and assigned readings.