



YWCA Richmond Internship Position Description

Job Title: Advocacy and Outreach Future Impact Makers Intern (dates June 1-August 1, 2026)

Department/Program: Prevention and Outreach

Pay: \$3,600 Stipend

Start/End Date: June 1-August 3

Reports To: Community Outreach Manager

Prepared By: Prevention & Outreach Department

Prepared Date: April 15, 2026

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.

This role is part of a grant funded opportunity with Atlantic Union Bank's Future Impact Makers Grant. Internship will require attendance at facilitated virtual learning sessions through Atlantic Union, which will support interns in their career development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support development and implementation of volunteer ambassador program through identifying health centers and various community partners to participate in program, sharing YWCA resources and information, and assist with curriculum development such as identifying training facilitators and resources.
- 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.
- Prepare and adapt outreach and training materials, including presentations, handouts, and digital content and complete required documentation, tracking, and reporting.
- Participate in supervision, trainings, department meetings, and required learning activities, including attending Future Impact Makers professional development meetings.

Duties may be modified based on individual student learning needs.

REQUIREMENTS At least one field placement completed in a BSW or MSW program; or 2 years of a Bachelor's degree completed or pursuing a Master's Degree in a field related to YWCA's work.

SPECIFIC TASKS

- Attending reoccurring community meetings and events such as food distributions, Office of Immigration and Refugee network meetings, Community Action Network meetings, etc.
- Complete evaluations and input data from events and workshops into statewide system, Vadata.
- Attend Future Impact Makers virtual learning meetings on June 9, June 25, July 14, and July 30.