



Administration Office: P.O. Box 713
Auburn, Maine 04212-0713
Tel (207) 795-6744
Fax (207) 795-6841
Helpline 1-800-559-2927
www.safevoices.org

Outreach Education & Advocacy Internship

Work Hours: Hours flexible within agency hours of operation (8:00 a.m. to 4:00 p.m. Monday – Friday); some evening/weekends required based on events.

Location: Farmington or South Paris, Maine. Travel to locations within the 3 county catchment area may be required occasionally.

Supervisor: Community Educator and Advocate, Franklin County; and the Administrative Manager

Job Description: Safe Voices is a domestic violence resource center whose mission is to support and empower those affected by domestic violence and human trafficking and engage the community in creating social change in Androscoggin, Franklin, and Oxford Counties.

The Outreach Education & Advocacy Intern is responsible for a combination of duties reflecting the work of the Community Educator and the Civil and Criminal Justice Advocate. This position will work to support individuals in their journey to safety, and to empower the community to affect lasting change in the effort to end domestic violence. The Education & Advocacy Intern will learn the varying facets of this work in rural communities. All work will be completed under the supervision of an experienced staff member.

The Intern will work with staff to identify the goals and projects to be undertaken during their internship period. The eventual goal of the internship will be to successfully achieve the identified tasks with minimal assistance, complete the goals decided upon, and establish a concrete understanding of the impact of domestic violence and community response.

The Intern will be responsible for attending the Comprehensive Advocacy Intervention Response Ethic Training (CAIRET) and may be asked to demonstrate competency in support and advocacy by providing support to callers on Safe Voices' 24-hour Helpline. The Intern will attend Internship Cohort Meetings for the purpose of connecting with fellow Interns for additional education and development. All Interns are expected to conduct themselves according to the standards expected of all volunteers, staff and affiliates as outlined in Safe Voices' Employee Handbook. All Interns will be required to pass required background checks in accordance with Safe voices' Employee Handbook.



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ESSENTIAL TASKS:

EDUCATION:

Presentations and Trainings:

- Support the Community Educator with the development and implementation of training outlines based on need
- Maintain up-to-date information on domestic violence, including relevant statistics and community resources
- Prepare and maintain relevant materials for presentations, such as handouts

Prevention Work with Youth:

- Market and assist in delivering Safe Voices programming to schools in coverage area
- Develop youth-specific resources as needed
- Support Community Educator in the planning and facilitation of support group sessions for youth

Meetings and Events:

- Attend relevant community meetings on behalf of Safe Voices and assist in facilitating local domestic violence task forces as needed
- Staff the Safe Voices table at community events as needed

Public Awareness:

- Plan and carry out domestic violence awareness activities throughout the year, which may include pledges, forums, and other events
- Participate in media campaigns, including preparation of press releases, articles, and PSAs

ADVOCACY:

Individual Advocacy:

- With the oversight and mentorship of an Advocate, the Intern may assist in providing group or one-on-one in-person advocacy to victims and survivors of domestic violence and their children
- Provide support to advocates while supporting individuals on a drop-in and an on-going basis
- Develop positive and productive relationships with persons served

- Assist in the creation of a personalized client safety plan
- Coordinate services and avoid duplication by working directly with other service providers and empowering individuals to have control over their options
- Assist in identifying resources that may be of assistance to persons requesting services and makes referrals to resources necessary to achieve safety and independence from the abusive situation or environment
- Responsible for advocacy documentation on a timely basis per agency standards

Court Advocacy:

- Accompany staff Advocates to court; provide assistance to them during all applicable court proceedings
- Attend courtroom proceedings during Protection from Abuse Order hearings
- Meet with person(s) served and experienced advocate prior to court date and, if needed, assist in preparation for court appearance
- Notify supervisor if there is a conflict when working with an individual person or party

AGENCY ACTIVITIES:

- Attend Internship Meetings
- Complete the CAIRET training
- Demonstrate advocacy proficiencies by taking shifts on Safe Voices' 24-hour Helpline.
- Serve as a representative of the agency between the College/University and the community
- Participate in agency events and activities as assigned, including monthly staff meetings
- Assist with general office work, including filing, copying, and answering phones
- Develop individual goals with supervisors and strive to achieve goals

QUALIFICATIONS:

- Currently enrolled at an accredited college or university
- 18 years of age or older with a valid driver's license
- Access to reliable transportation with proof of insurance



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- Strong computer skills with proficiencies in Microsoft Office (Excel, Word & PowerPoint)
- Good oral and written communication skills
- Highly organized with an attention to detail
- Willing to learn new things and take on new tasks
- Committed to Safe Voices' mission and values, including the value and importance of charitable giving
- Able to work as a member of a team
- Prior office experience a plus but not required
- Must agree to agency confidentiality statement and pass background checks in accordance with Safe Voices' Employee Handbook
- Ability to accurately document and complete paperwork and assignments by their respective due dates
- Demonstrate sensitivity to, and understanding of the cultural and socioeconomic status, and knowledge of issues faced, of persons served

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

- Ability to travel in varying weather conditions
- Occasional lifting up to 30 pounds
- Adhere to universal safety precautions
- Ability to maintain professional boundaries
- Maintain a positive, friendly & professional work environment
- Seek supervision and support from supervisors and/or members of the Administrative Team as needed