Maryland Coalition Against Sexual Assault  
SPRING 2020 Program Intern

Description

Job Title Program Intern

Position Overview  
The Maryland Coalition Against Sexual Assault (MCASA) advocates for accessible, compassionate care for survivors, the prevention of sexual assault, and accountability for all offenders. MCASA actively works to end sexual violence in the State of Maryland through professional training, public outreach, public policy advocacy, technical assistance, and legal services. Through hands-on learning responsibilities, MCASA’s program interns are engaged in the important effort to end rape, child sexual abuse, and the full continuum of sexual violence including campus sexual assault and human sex trafficking. They are exposed to the latest thinking in the field of sexual assault prevention and response through webinars and trainings, professional meetings, and written resource materials. Program interns also come away with practical knowledge about a statewide nonprofit organization’s strategies for office management, internal and external communications, professional training, and public outreach. A minimum commitment of 15 hours per week is required. Interns are encouraged to work with their academic institutions to seek credit. This internship located at our metro-accessible Silver Spring, MD office.

Intern Objectives

• Develop and expand knowledge regarding sexual violence and policies to prevent and respond to sexual assault and abuse.
• Develop ability to write and format professional documents such as letters, fact sheets, website content, and newsletter articles
• Expand professional speaking skills by answering and making telephone calls
• Become familiar with client referrals by providing information about MCASA’s Sexual Assault Legal Institute and Maryland rape crisis and recovery centers to survivors who call the office
• Learn about event management by assisting with logistics coordination for professional training sessions and fundraising events
• Enhance research skills by completing written projects regarding sexual violence
• Develop an understanding of nonprofit membership development and engagement by updating and maintaining electronic database records
• Participate in public outreach by attending events, staffing community information fairs, and fulfilling orders for resource brochures.
• Become familiar with a varied-pace office environment that juggles both immediate and longer-term projects
• Contribute to development of office resources on specific topics.

Location: Silver Spring, Maryland
Work Authorization: US Citizen or US National, Permanent Resident
Approximate Hours Per Week: 15 hrs/week
Qualifications
Be genuinely concerned about sexual violence issues and have a passion and desire to make a difference
Have a desire to learn about non-profit organizations and practices
Be organized, have a strong attention to detail, and be able to complete projects independently
Be computer and internet savvy: experience and proficiency with Microsoft Word, Excel, and PowerPoint preferred
Be able to communicate effectively verbally and in writing