



Southern Valley Alliance
Job Description – Advocacy and Community Outreach Intern

I. Identifying Information	
Job Title: Advocacy and Community Outreach Intern	Revision Date: June 2023
Supervisor: Client Services Director	Classification: Non-paid. Stipend of \$1000 available upon completion.

II. Organization & Job Summary

Southern Valley Alliance (SVA) was founded in the early 1980's by a victim of domestic violence and received its 501(c)3 nonprofit designation in 1984. Today, we continue to be the only domestic violence agency located in Scott and Carver counties. Since its founding, the organization has assisted more than 21,000 women, men and children as they try to live healthy, violence-free lives. The SVA mission and vision is to assist victims of domestic violence and end domestic violence in the local community. Current programs include: 24-hour crisis line; crisis intervention and advocacy; legal/court advocacy; support groups; supervised visitation center; and community education.

Diversity, equity, and inclusion are vital parts of our service mission at Southern Valley Alliance. As we work to bring healing to survivors of domestic violence, we also recognize the need for healing from injustice and discrimination. We seek to be a place of healing and safety for all, regardless of race, ethnicity, gender, sexual orientation, citizenship status, physical ability, and religion.

The Advocacy and Community Outreach Intern works closely with SVA advocates to serve victims of domestic violence through legal advocacy, emotional support, and support groups. After completing SVA training, interns will shadow staff to learn crisis intervention and advocacy skills. Interns will also work with the Community Engagement Coordinator to assist with community events and raise awareness of domestic violence.

All interns are required to attend training sessions and pass a background check. Interns are required to follow all SVA guidelines, policies and procedures outlined in the training.

III. Core Job Functions

Responsibilities:

1. Shadow and assist community advocates in providing direct client services, including, but not limited to:
 - Emotional support and safety planning
 - Writing and filing legal protective orders
 - Attending court proceedings
 - Crisis response via phone and in-person
 - Providing information and referrals to community resources and agency partners
 - Providing follow-up services to clients

2. Assist Community Engagement Coordinator with community events.
 - Set up, staff, and take down SVA booth at community events. Indoor and outdoor events. Some evenings and weekends.

- Speak to community members to raise awareness of domestic violence and share SVA materials.
- Ability to lift 20 lbs.

3. Other duties as needed.

IV. Position Requirements

1. Qualifications

- a. 18 + years and completed at least one year of college. Junior or Senior in college preferred.
- b. Pursuing an undergraduate or graduate degree, preferably in social and human services. Interest in domestic violence and mission to assist survivors.
- c. Strong communication skills – both verbal and written.
- d. Ability to maintain complete confidentiality.
- e. Work independently, demonstrated self-starter
- f. Ability to be adaptable and work in a professional and positive manner with high attention to detail in a variety of situations.
- g. Comfortable working with diverse, disadvantaged, and marginalized populations and be empathic and responsive to people in crisis.
- h. Willingness to maintain the standards, carry out the purpose, and adhere to the policies of SVA.
- i. Be punctual, responsible, reliable and organized.
- j. Must pass a criminal history background check.
- k. Ability to work 15-20 hours per week, with a minimum total of 140 hours during Fall 2023 semester. Office hours are Monday-Thursday 8:30am-5pm. Some evenings or weekends may be requested.

V. Benefits of the Position

- Opportunity to gain knowledge and skills related to social and human services and nonprofits
- Ability to make a positive impact in your community
- \$1000 stipend available upon completion of internship

To apply, please send a cover letter and resume to clientservicesdirector@svamn.org