



JOB TITLE: Member Services Intern
REPORTS TO: Member Services Program Coordinator
LOCATION: Raleigh, NC
HOURS: A minimum of 15 hours per week

Primary Objectives:

The Member Services Intern will work with NCCASA's Member Services Team to research best practices for technical assistance and assist with the development of products to increase local rape crisis center's capacity to provide trauma-informed, survivor-centered services to sexual assault survivors in their communities.

Intern Objectives:

- Develop and expand knowledge regarding sexual violence
- Complete data collection/entry
- Write and format professional documents
- Research and assist in development of products/resources for local rape crisis centers
- Assist in outreach and marketing of products, resources and events to local rape crisis centers
- Update and maintain membership database
- Assist the Member Services Team with any projects that will lead to the enhancement of the Coalitions memberships capacity to provide services to sexual assault survivors
- Work with the Member Services Team to implement NCCASA's Sexual Assault Services Census Count and Rape Crisis Center profiles
- Collect data needed for grant reports and assist in report preparation.

Qualifications:

- Be genuinely concerned about sexual violence issues and have a passion and desire to make a difference.
- Be organized, have a strong attention to detail, and be able to complete projects independently.
- Be able to communicate effectively verbally and in writing.

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- Be proficient with Microsoft Office products.
- A strong anti-oppression lens and a commitment to social justice are required and mandatory for the success of this position.
- Be supportive of the mission of the Coalition.
- Have the ability to balance multiple priorities successfully.
- Have the ability to operate as a team member.

Commitment to Diversity:

NCCASA is an equal opportunity agency and is committed to diversity. NCCASA does not discriminate based on ethnicity, creed, marital status, national origin, religion, gender identity, age, sexual orientation, and physical, emotional or mental disability.

Salary:

This internship is unpaid. NCCASA encourages interns to seek academic credit or stipends when possible.

To Apply:

Send cover letter and resume to deanna@nccasa.org. Applications accepted at any time.