**Intern Description**

**Name of Agency:** Jamie Kimble Foundation for Courage

**Who we are:** Our mission at the JKFFC is to create a future free of intimate partner violence (IPV). We are dedicated to supporting the development of healthy relationship and raising awareness by educating communities on the different forms of abuse and the signs of unhealthy or violent relationships. To make this possible, we provide educational curriculum and community outreach programs and activities based on credible, evidence-based research. Our goal is to partner with schools and organizations interested in raising awareness and promoting safe, healthy relationships.

**Intern Description:** This position is part of the JKFFC Courage Club Outreach team. This team is responsible for raising awareness and providing prevention education to teens and young adults through curriculum and outreach activities. Interns are expected to assist with Courage Club growth and support, event planning, and other outreach efforts that share the mission of the JKFFC.

* Specific duties include, but are not limited to:
  + Research: Interns will be expected to do research pertinent to implementing or improving Courage Clubs in the greater Charlotte area. This will include doing research on teen dating violence (TDV) statistics, direct service providers, stakeholders, government and school systems, various DV/TDV curriculum, etc.
  + Outreach: Interns will be assigned schools in specific areas and/or counties and are responsible for the implementation, and enrichment of Courage Clubs in that area.
    - *Implementing new Clubs*: In our effort to build these programs and start Courage Clubs in as many schools as possible, interns are expected to seek out, communicate with, and present to schools in their assigned areas that currently do not have active Clubs. The goal is to provide the school with information and encourage them to start their own Club.
    - *Enrichment for existing Clubs*: Interns will be also expected to communicate often with existing Courage Clubs in their assigned areas, build relationships with them, and ensure that the Clubs being provided any resources they need to run effectively.
  + Reporting: Interns report to the Courage Club Outreach Manager. They are required to give detailed reports of *all* outreach efforts in a timely manner and attend weekly team meeting.
  + Events: Interns are expected to assist with JKFFC events and fundraisers throughout the year. Two major events interns are ***required*** to assist with are:
    - *Teens for Courage Summit.* This Summit is the main annual event for the Courage Club Outreach team. As such, interns are required to play a major role in the planning and successful execution of this event. Data collection, fundraising and sponsorship outreach, cold calling, etc. are also involved with this specific event.
    - *Women for Courage Luncheon and Fundraiser.* Interns, and the entire Courage Club Outreach team are expected to assist in planning for this event as requested by the JKFFC Program Manager. Assistance is also requested during the event itself, if possible.
      * We are seeking one intern to be heavily involved with this event. Until October, responsibilities will be divided between this event and other Courage Club Outreach duties but will still not exceed 16 hours per week. *The intern for this specific position must be able to begin working virtually over the summer*. If you are interested in this specific position, please specify **\*WFC intern\*** on your application.

**This internship is great for students interested in:**

* Advocacy
* Assessment
* Community outreach
* Documentation
* Event planning
* Grant writing/Fundraising
* Marketing
* Interdisciplinary teamwork
* Policy analysis
* Prevention work
* Program Evaluation
* Research
* Staff Development

**Candidate Requirements and Desired Attributes:**

* Ability to think creatively and critically
* Strong communication skills, both written and verbal
* Passion for ending TDV and IPV
* Ability to work independently with minimal oversight, as well as in a team setting
* Task-driven and goal-oriented
* Technical skills: Microsoft Office, social media networks, internet researching abilities, data and marketing presentations software, etc.
* Strong interpersonal skills
* Ability to perform research with both qualitative and quantitative data
* Time management skills
* Event planning is a plus, but not required

**Logistics:** It is expected that *most* internship hours are to be completed between 9am and 3pm, Monday-Thursday, not to exceed 16 hours per week. Please note, some flexibility is possible to accommodate class/work schedule. The primary work location will be at the JKFFC office located at 1850 E. 3rd St. Suite, 110, Charlotte, NC 28204.

*Please note due to COVID restrictions, accommodations for working virtually have been made. However, interns are expected to work in-office when we are back to “business as usual.”*

**Compensation:** Compensation for internships is set at $8 per hour for bachelors-level interns and $9 per hour for masters-level interns. Any travel ***required*** on behalf of the JKFFC will be reimbursed at $0.30 per mile and based on the distance from the JKFFC main office to destination. Please note, this is only for required events and outreach opportunities, and does *not* include regular commute from residence into the main office.

Please visit jkffc.org for more information. Email any questions to jamie@jkffc.org