



2021 PAID INTERNSHIP JOB DESCRIPTION

Mission:

Apna Ghar provides critical, comprehensive, culturally competent services, and conducts outreach and advocacy across communities to end gender violence. For more information, visit www.apnaghar.org

Position Description:

Apna Ghar seeks a motivated candidate who is bilingual or multilingual to support our case management services, and outreach and education efforts. The intern will assist staff at Apna Ghar's Safe Home in providing individual and group housing, educational, employment and financial supportive services to survivors of gender-based violence. The intern will have the opportunity to engage program staff and learn how the team supports the overall functions of a social services and advocacy organization. The intern will report to the Programs Supervisor and work closely with the Manager of Outreach and Education.

Preferred languages are French, Arabic, Swahili, Urdu, and Spanish, but we are happy to consider other language skills as well.

Specific Responsibilities:

Specific internship responsibilities include:

- Assist in providing case management services to survivors of gender-based violence
- Support staff in day to day implementation of program related activities and keeping documentation updated
- Provide translation and interpretation services during service interactions, as needed
- Create outreach and education and other knowledge products as needed by the agency using their language abilities (other than English)
- Update Apna Ghar's Resource Binder which is an important reference document in the agency

Qualifications:

- Complete 40-hour Domestic Violence training if not previously completed
- Strong knowledge of Microsoft Office applications and other office-based technology
- Excellent interpersonal and intercultural communication skills, and demonstrated ability to interact with people from a wide diversity of backgrounds, experiences, and cultures
- Demonstrated success with multi-tasking and juggling multiple priorities
- Self-starter who takes initiative, and is highly reliable
- Good organization skills and pays attention to detail
- Commitment to Apna Ghar's mission and values

Time Commitment:

Position open until filled, requires a 12-month commitment with approximately 15-20 hours per week.

**Compensation:**

This is a paid internship. Intern will be paid a total amount of \$2,500 during the course of the internship. Payment will be made every quarter.

Application Process

Submit resume and cover letter to employment@apnaghar.org with "Paid Internship" in subject line. No phone calls, please.