



Outreach Intern

Women and Children's Horizons is seeking an Outreach Intern. As the only provider of services to survivors of sexual assault and domestic violence in Kenosha County, our agency seeks assistance with our outreach initiatives. The outreach intern will assist the Volunteer Coordinator in creating awareness of about agency program and services. This would include: researching outreach opportunities, representing agency during events, provide content for social media accounts and agency webpages.

Duties and Responsibilities:

- Provide content and suggestions for agency social media accounts and webpages.
- Assist by researching and attending outreach opportunities.
- Assist with creation of agency flyers, brochures, and event collateral.
- Must be available a minimum of 8 to 10 hours per week.
- Highly motivated and energetic.
- Good communication and interpersonal skills.
- Proficient computer skills; knowledge of Microsoft Word, Outlook, and internet.
- Basic knowledge of HTML and webpage graphics.
- Must have access to a laptop, internet, with knowledge of Publisher, Adobe Photoshop, or similar.
- Participate in meetings, trainings and workshops as necessary.
- Volunteer a minimum of 2hrs a week at Nifty Thrifty.
- Provide monthly article for agency newsletter.

Excellent communication and organizational skills; cultural competence and ability to interact with various publics; excellent interpersonal skills; must demonstrate professionalism with sound judgment and a high degree of responsibility, particularly as it relates to confidentiality.

Our volunteers are required to meet the following criteria before being accepted:

- Completed Volunteer Application
- Satisfactory Reference Checks
- Clear Law Enforcement and Social Service Record Checks
- Agree to WCH Code of Conduct and Confidentiality
- Has not used WCH services in the past three years
- Complete training course (if interacting with clients)
- Be at least 18 years of age

To apply for an internship, please complete the application at <http://wchkenosha.org/volunteer>. A signature must be obtained to process application. Please return completed application via email at volunteercoordinator@wchkenosha.org or fax (262) 656-3402. All applicants MUST submit a current resume, cover letter, 3 professional references, contact for school's internship coordinator, and a copy of learning plan highlighting school's requirements. Applicants considered for role as intern will be required to complete a background check. For more information, please contact Rose Rosser at volunteercoordinator@wchkenosha.org or 262-656-3500.