



Sexual Assault Administrative Intern

Women and Children's Horizons is seeking a Sexual Assault Administrative Intern. As the only provider of services to survivors of sexual assault and domestic violence in Kenosha County, our agency seeks assistance with clerical duties for our Sexual Assault and Domestic Violence programs, and other programs as needed. The selected candidate will assist in researching and providing relevant data to help identify any gaps in services. Other tasks include but not limited to: creating word documents, excel spread sheets, copying, and filing. Spanish speaking a plus, but not required.

Duties and Responsibilities:

- Assist with updating Sexual Assault training manual.
- Creating, printing and filing important program documents.
- Assist Sexual Assault team with outreach activities including tablings, cold calls, and presentations.
- Maintain and create intake folders for outreach advocacy.
- Assisting Sexual Assault team with SAAM in April.
- Must be available a minimum of **4 hours per week**.
- Meet regularly with supervisor (Zoom, phone, or in person) for updates and performance evaluations.
- Must be highly motivated, works well independently, and has a "can do" personality.
- Good communication and interpersonal skills.
- Proficient computer skills; knowledge of Microsoft Word, Zoom, Power Point, Outlook, and internet.
- Excellent writing, proofreading, editing, and verbal skills are required.
- Ability to meet deadlines and works well under pressure.
- Participate in meetings, trainings and workshops as necessary.

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.**