



Intern Job Description

The South Carolina Coalition Against Domestic Violence and Sexual Assault (SCCADVASA) is a statewide coalition made up of twenty-two community organizations providing direct services and advocacy to victims and survivors of domestic violence and sexual assault. Our work is to end domestic and sexual violence in South Carolina by engaging individuals and communities in advocacy, collaboration, and education.

SCCADVASA staff members provide outreach, training and technical assistance to SCCADVASA members, affiliated organizations, allies, and communities regarding best practices and emerging trends in domestic and sexual violence prevention and intervention. The work is not primarily focused on providing direct services to survivors, but rather works to create systemic and societal change that will improve the response to survivors across the state.

Responsible to: Dependent on concentration and projects

Overall Job Function: With the guidance and support of SCCADVASA staff, interns research and create projects that support the strategic goals of the organization and the coalition. As a means of gaining foundational professional skills, interns support SCCADVASA with organizational and administrative tasks and duties.

Primary Tasks:

- Assist in the daily functions of SCCADVASA to include answering phones, preparing for and participating in trainings provided by SCCADVASA, representing SCCADVASA at meetings and outreach events, and providing technical assistance to the general public;
- Empathically provide referrals for services to victims/survivors, perpetrators, family members, and general public;
- Uphold statutory regulations and grant requirements, for example, those related to confidentiality with victims and survivors;
- Complete Core Certification training to become a certified Victim Service Provider in South Carolina;
- Practice trauma-informed care with victims, survivors, coworkers, etc.;
- Assist with data collection, data entry, and data management for SCCADVASA trainings, events, and activities;
- Interact and collaborate with staff and member agencies;
- Perform research for assigned projects and create related documents, presentations, or other materials;
- Maintain appropriate communication with field supervisor.

Minimum Qualifications:

- Must be a Master's level student



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- Prefer students with coursework or concentrations in Macro Social Work or Social, Community, and Economic Development (SCED), Public Health (HPEB or HSPM), or Criminal Justice
- Must have proficiency with written and verbal communications.
- Experience with Microsoft Office Suite, including Word, PowerPoint, and Excel.
- Ability to work effectively in a fast-paced environment where interruptions are expected.
- Must be able to handle being exposed to stories and content related to trauma, sexual violence, domestic violence, and other crimes.

Intern Status:

- This is a temporary, unpaid position that takes places for the duration of the school year.