



Resilience Internship Packet

Thank you for your interest in interning with Resilience. There are several ways in which you can join the movement to end sexual violence. The four primary internship opportunities are with our **Advocacy, Trauma Therapy*, Education and Training, and Development and Marketing** departments.

**You must be enrolled in a Master's level program to be eligible for an internship with the Trauma Therapy department.*

All of our interns are **required** to complete a minimum of 40-hours of sexual assault crisis intervention training in accordance with the Illinois Coalition Against Sexual Assault (ICASA) mandates. You must complete this training prior-to or within a month of beginning your internship. Resilience offers this training at least four times a year. The schedule is available via the links below. There is no cost for the training if you are accepted into the internship program. **Training is approximately 5 weeks long, in the evenings.** There may be other training options available on a case-by-case basis.

Complete the training application through this link: bit.ly/VolunteerResilience. You can indicate your specific internship interest under the **VOLUNTEER OPPORTUNITIES** portion of the application. Our website, OurResilience.org also has training information and the schedule available.

Most of Resilience's internships require a minimum of one year or two academic semesters. Please be sure to read carefully to determine the time commitment of your intended internship. Resilience accepts non-academic interns by exception.

Please complete the internship packet and mail, fax, or e-mail (preferred method) it to the corresponding department **with a copy of your current resume and a cover letter**. You are eligible to apply to more than one internship and will be contacted by the department you have expressed interest in.

Resilience encourages applicants who are multi-cultural, multi-lingual, identify as persons of color and/or LGBTQ+.

Quick Steps:

1. Send cover letter, resume, and application (below) to the appropriate supervisor.
2. Complete the online training application following the appropriate link above, mark your internship interest.
3. Contact or wait for Program/Department Director to connect with you regarding an interview.



RESILIENCE
EMPOWERING
SURVIVORS
ENDING SEXUAL
VIOLENCE

Resilience
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Chicago, IL 60601
phone (312) 443-9603 fax (312) 443-9602

Internship Application

Name: Kelsey West

Name of School: Loyola University Chicago

Major (please indicate Bachelor or Master's Program): Master's of Social Work

Expected Graduation Date: May 2020

How many hours per week will you commit to Resilience? 24

Required Duration of Internship: Full Academic Year (2019-2020)

Available Start Date? Fall 2019

Days of the week available: Flexible

Are you 40-hour Sexual Assault trained? Yes

Which program is your primary interest for your internship? **(if more than one please select all that apply):**

***please see each program intern description for full explanation of responsibilities.**

- Trauma Therapy – *Individual and group counseling sessions*
- Advocacy – *Crisis intervention, volunteer program development and legal advocacy*
- Education & Training – *Presenting to youth and community outreach*
- Development & Marketing – *Event planning, communications, and research*

Which program is your secondary interest? **(if none, leave blank – if more than one please check all that apply):**

***please see each program intern description for full explanation of responsibilities.**

- Trauma Therapy – *Individual and group counseling sessions*
- Advocacy – *Crisis Intervention and volunteer program development*
- Education & Training – *Presenting to youth and community outreach*
- Development & Marketing – *Event planning, communications, and research*



Internship Application

What are your supervision requirements? Supervisor required to have MSW or related degree in counseling or psychology

Total hour(s) per week? Minimum of 1 hour individual per week

Licensure? LCSW preferred but not required

How many direct contact hours does your school require for your internship (if any)?

No set number is specified by the school but "most of the time" of second-level internship should be spent in direct service, according to the field work manual.

What sparked your interest in an internship with Resilience?

I volunteered and worked as a sexual abuse and domestic violence advocate while I was an undergrad and I developed a strong passion for this work. I was also active at my campus in advocate for survivors of sexual abuse in various ways, and much of my academic work has centered around the topic of survivors in various ways.

Do you have any previous experience as an intern or volunteer? Please explain.

Yes, I volunteered and worked as a sexual abuse and domestic violence advocate where I responded to hospitals for survivors in crisis, did some legal advocacy for sexual assault cases, answered a crisis line and met with individuals for general advocacy and emotional support.

What are your future goals and interests related to rape crisis work?

Once I complete me Master's of Social Work I hope to continue working with survivors. I am specifically interested in counseling, legal advocacy, and advocating for policy change related to survivors. I would also love the opportunity to advocate for survivors and educate community professionals on trauma-informed practices.



RESILIENCE Internship Opportunity

Position Title: Education & Training Program Intern

Reports To: Director of Education and Training

General Role Description

The Education and Training (E&T) Intern is responsible for assisting the E&T Program with delivering presentations and workshops on sexual violence prevention and healthy relationships. After significant training, the intern will be asked present to children as young as pre-k, through elementary school and high school, as well as college-aged students. It is expected the intern will grow into an independent presenter on behalf of the agency, with ample supervision and support. *The E&T program has a strong focus on working with youth in low-income and under-served communities.* The intern will be proactive in outreach efforts within the community to effectively communicate Resilience services and the benefits of prevention education. The intern will also assist with daily tasks related to program development and special projects that will be determined on an individual basis.

Responsibilities

1. Provide basic sexual and relationship violence prevention education to children and youth, once several presentations have been observed.
2. Attend a minimum of 40-hour intensive training and certification on sexual assault, which is included for free as part of the internship. **This training is required.**
3. Assist E&T department with curriculum development on various topics related to violence prevention.
4. Attend resource fairs and community events as a representative of Resilience.
5. Assist Resilience with our volunteer trainings.
6. Provide outreach/institutional advocacy within the community.
7. Attend all required meetings within the E&T Program, including participation in the event-based Sexual Assault Awareness Month Committee.
8. Assist the E&T program with volunteer support and record keeping.
9. Provide crisis intervention, as well as information and referrals, in-person or on the telephone.
10. Maintain accurate and complete records of all services delivered, including data entry.
11. Assist with daily tasks related to program development, as needed.
12. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. One 12-hour shift per month will be encouraged, once training is completed.

Requirements

The Education & Training Intern must possess excellent communication skills, an interest in violence prevention and the ability to work with diverse audiences. Candidates with anti-violence and presentation experience are preferred. Completion of a minimum of 40-hour sexual assault training is required. The 40-hour domestic violence training is encouraged, but not required. The intern must commit to at least 8-10 hours per week to the internship, in addition to the potential 12-hour on-call shift for crisis intervention. Multi/bilingual encouraged. We work in communities throughout Chicago, access to a vehicle is encouraged, but not required.

Please note this internship is a minimum of 2 academic semesters or approximately 9+ months.

To apply: email cover letter, resume and application to lcartwright@ourresilience.org.



RESILIENCE Internship Opportunity

Position Title: Imagination Theater Intern

Reports To: Director of Education and Training

General Role Description

The Imagination Theater (IT) Intern is responsible for assisting the E&T Program with delivering presentations on sexual violence prevention to children as young as pre-k through 8th grade. This internship is specific to Resilience's partnership with the non-profit theater group, Imagination Theater. Based on scheduling, the intern will spend one half-day a week in the field completing mini-presentations with K-8th grade students. The intern will also assist with daily tasks related to program development and special projects that will be determined on an individual basis.

Responsibilities

1. Provide basic sexual violence prevention education to children and youth, once several presentations have been observed.
2. Attend a minimum of 40-hour intensive training and certification on sexual assault, which is included for free as part of the internship. **This training is required.**
3. Attend resource fairs and community events as a representative of Resilience.
4. Attend all required meetings within the E&T Program, including participation in the event-based Sexual Assault Awareness Month Committee.
5. Assist the E&T program with volunteer training, support, and record keeping.
6. Complete projects designed specifically for the internship. Creativity is welcomed.
7. Provide crisis intervention, as well as information and referrals, in-person or on the telephone.
8. Maintain accurate and complete records of all services delivered, including data entry.
9. Assist with daily tasks related to program development, as needed.
10. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. One 12-hour shift per month will be encouraged, once training is completed.

Requirements

The Education & Training Intern must possess excellent communication skills, an interest in violence prevention and the ability to work with diverse audiences. Candidates with anti-violence and presentation experience are preferred. Completion of a minimum of 40-hour sexual assault training is required. The 40-hour domestic violence training is encouraged, but not required. The intern must commit to at least 10 hours per week to the internship, in addition to the potential 12-hour on-call shift for crisis intervention. Multi/bilingual encouraged. We work in communities throughout Chicago, access to a vehicle is encouraged, but not required.

Please note this internship is a **minimum** of 1 academic semester or approximately 5+ months.

To apply: email cover letter, resume and application to lcartwright@ourresilience.org.



RESILIENCE Internship Opportunity

Position Title: Legal Advocate Intern

Reports To: Legal Advocacy Intern Supervisor

GENERAL ROLE DESCRIPTION

The Legal Advocate Intern is responsible for assisting the advocacy team in providing legal advocacy to survivors of sexual violence. This includes opportunities to engage in institutional advocacy activities within the Civil and Criminal Justice System. Additionally, the Legal Advocate Intern will provide crisis intervention, emotional support, medical advocacy, and appropriate referral/linkages to sexual assault victims/survivors and their significant others through the emergency department of contract hospitals, telephone crisis calls, and walk-in requests.

RESPONSIBILITIES

1. Assist the legal advocacy team in providing services for sexual assault survivors including: follow-up phone calls to police stations, assistant state's attorneys, filing for Crime Victims Compensation, assistance with Victim Economic Safety Security Act, Safe Homes Act and back-up court accompaniment as needed.
2. Schedule 1-2 day(s) per week of being on call during court hours (8:30-4:30pm, Monday/Wednesday OR Tuesday/Thursday) to assist survivors with petitioning for Emergency Orders of Protection, Civil No Contact Orders, Stalking No Contact Orders.
3. Maintain a minimum of 10 office hours a week.
4. Attend meetings, in addition to staff, that encompass the Civil and Criminal Justice System as requested.
5. Attend CAPS meetings within Resilience districts to provide members with information on Resilience's services as needed.
6. Network with police neighborhood relations departments to alert them to Resilience's services and encourage referrals.
7. Provide crisis intervention, as well as information and referrals via the office telephone.
8. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. Schedule a minimum of one 12-hour shift of on-call medical advocacy per month (depending on requirements of internship) and respond during office hours, as needed.
9. Maintain accurate and complete records of all services, including the client database.
10. Complete projects designed specifically for the internship

The Legal Advocate Intern requires strong interpersonal skills, an ability to advocate for the needs/rights of others, and good verbal and written communication skills. Completion of a minimum of 40-hours of sexual assault training is required plus additional training in legal advocacy and the criminal and civil justice system. Computer skills required. Undergraduate course work in criminal justice, social work or pre-law preferred.

Please note internships with Resilience's Advocacy Program are for a minimum of one year, July 1 – June 31.

To apply: email cover letter, resume and application to mbalata@ourresilience.org.



RESILIENCE Internship Opportunity

Position Title: Advocacy Volunteer Management Intern

Reports To: Advocacy Volunteer Coordinator

GENERAL ROLE DESCRIPTION

The Advocacy Intake Coordination Intern is responsible for assisting the advocacy team in providing medical advocacy to survivors of sexual violence and the Volunteer Coordinator on program projects. The intern will provide crisis intervention, emotional support, medical advocacy, legal advocacy and appropriate referral/linkages to sexual assault victims/survivors and their significant others through the emergency department of contract hospitals, telephone crisis calls, and walk-in requests. The intern will also assist the Advocacy Volunteer Coordinator and agency in the coordination and management of volunteer retention and service documentation.

RESPONSIBILITIES

1. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. One 12-hour shift per week will be required once training is completed and respond during office hours, as needed.
2. Provide referrals and linkages to necessary follow-up services for sexual assault survivors, including temporary housing, food, clothing, locksmith services, substance abuse treatment, counseling, and court accompaniment.
3. Provide crisis intervention, as well as information and referrals via the office telephone.
4. Provide support and information to family members/significant others.
5. Maintain accurate and complete records of all services delivered, including inputting data into the client database.
6. Maintain a minimum of 8-10 office hours a week.
7. Assist Advocacy Volunteer Coordinator with tracking volunteer service hours and outreach activities
8. Attend meetings and supervision with Advocacy Volunteer Coordinator as requested
9. Assist the medical advocacy volunteer program with volunteer recruitment, scheduling and material preparation.
10. Attend health fairs and college events that welcome Resilience volunteer opportunities for recruitment.
11. Complete tasks designed specifically for the internship position, which will include the following:
 - a. Assist Advocacy Volunteer Coordinator with volunteer retention/appreciation
 - b. Assist Advocacy Volunteer Coordinator with volunteer management (completion of volunteer files during training, issuing certificates of contracts completed and exit interview, issuing quarterly reports)
 - c. Assisting Resilience with tracking volunteer hours spent on tabling and outreach events and responding to requests for information on volunteer opportunities from outreach events
12. Complete other tasks as assigned

The Advocacy Volunteer Program Intern requires strong interpersonal and organizational skills, an ability to advocate for the needs/rights of others, and good verbal and written communication skills. Completion of a minimum of 40-hour sexual assault training is required. Computer skills required.

Please note internships with Resilience's Advocacy Program are for a minimum of one year, July 1 – June 31.

To apply: email cover letter, resume and application to mbalata@ourresilience.org.



RESILIENCE Internship Opportunity

Position Title: Trauma Therapy Intern

Reports To: Clinical Internship Supervisor

GENERAL ROLE DESCRIPTION

The trauma therapy intern must be a second-year student enrolled in a M.A. counseling psychology, clinical psychology, or social work program. The counseling intern will have the opportunity to provide individual, group, couple's, family, and significant other counseling to individuals who are survivors of sexual violence. In addition to providing trauma therapy services, the intern will be responsible for completing a 40+hour Crisis Intervention Training.

RESPONSIBILITIES

1. Complete a 40+ hour Crisis Intervention Training.
2. Provide individual, couple's, and family counseling with a caseload of 10 clients.
3. Co-facilitate an Incest, Teen, or Women's support group.
4. Participate in quarterly round-table discussions that focus special populations and sexual abuse.
5. Collaborate with community organizations such as schools and other community sites.
6. Participate in inter-departmental collaboration within the agency.
7. Report all direct client contact for statistical reporting and program evaluation purposes.
8. Maintain client and administrative paperwork.
9. Participate in mailings and other outreach efforts and opportunities.
10. Provide a case presentation for the counseling team.
11. Prepare and present a special topic presentation on the topic of choice related to sexual violence.
12. Participate in individual supervision on a weekly basis.
13. Participate in group supervision on a weekly basis.

DIRECT PRACTICE WITH CLIENT RESPONSIBILITIES

1. Understand and apply counseling/social work values and ethics.
2. Understand and apply relevant clinical theories.
3. Set clear and appropriate boundaries.
4. Engage clients effectively and establish a contract for work.
5. Plan and structure the intervention process.
6. Understand and respect the positive value of diversity.
7. Identifies and uses appropriate research to inform practice.
8. Use appropriate measures to evaluate own practice.
9. Observe own behavior in clinical interactions
10. Closes/transfer cases appropriately.

To apply for the trauma therapy internship, please provide a cover letter, curriculum vitae/resume to rberistain@ourresilience.org.



RESILIENCE Internship Opportunity

Position Title: Development Intern

Reports To: Administrative and Development Assistant

Resilience is an independent, not-for-profit organization dedicated to the healing and empowerment of sexual assault survivors through non-judgmental crisis intervention counseling, individual and group trauma therapy, and medical and legal advocacy in the greater Chicago metropolitan area. Resilience provides public education and institutional advocacy in order to improve the treatment of sexual assault survivors and to effect positive change in policies and public attitudes toward sexual assault. Established in 1974, Resilience now serves over 2,000 survivors of sexual violence and their loved ones annually through our main office in downtown Chicago and our community-based offices in Austin, Ravenswood, and on the Stroger Hospital campus.

General Role Description: Resilience is seeking a dynamic self-starter to assist with fundraising efforts. This internship is an excellent opportunity to get hands-on experience in various aspects of development while working for a well-respected nonprofit organization.

Responsibilities:

1. Assist with mailings including acknowledgement letters, appeal letters, and event invitations.
2. Assist with donor database cleanup and migration.
3. Assist with planning and executing crowdfunding campaign.
4. Assist with planning and executing fundraising events, including Resilience's annual gala.
5. Research new funding opportunities.
6. Coordinate digitization of development files.
7. Attend Resilience's 40+ hour training and certification on sexual assault crisis intervention.
8. Other projects as assigned.

Requirements:

1. Working toward a college degree in related field (e.g., Social Policy, Public Relations, Nonprofit Management).
2. Interest or experience in fundraising, special events, or nonprofit management.
3. Working knowledge of Microsoft Office is a must; knowledge of fundraising software is a plus.
4. An effective communicator, both written and oral.
5. Self-motivated with solid organizational skills; ability to prioritize, multi-task, and meet deadlines.
6. Passion for the mission of Resilience and the clients we serve.

To apply for the Development Internship, please provide a cover letter and resume for consideration. If you have any questions, please contact ewalton@ourresilience.org.

Note: Because of the nature the development team's work, we do not need interns to commit to a full year and can accommodate a shorter schedule.



RESILIENCE INTERNSHIP OPPORTUNITY

Position Title: Marketing and Communications Intern

Reports To: Marketing and Communications Associate

Resilience is an independent, not-for-profit organization dedicated to the healing and empowerment of sexual assault survivors through non-judgmental crisis intervention counseling, individual and group trauma therapy, and medical and legal advocacy in the greater Chicago metropolitan area. Resilience provides public education and institutional advocacy in order to improve the treatment of sexual assault survivors and to effect positive change in policies and public attitudes toward sexual assault. Established in 1974, Resilience now serves over 2,000 survivors of sexual violence and their loved ones annually through our main office in downtown Chicago and our community-based offices in Austin, Ravenswood, and on the Stroger Hospital campus.

General Role Description: Resilience is seeking a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a well-respected nonprofit organization.

Responsibilities:

9. Assist in planning, writing, and managing monthly e-newsletter.
10. Design flyers, graphics, and other marketing materials for events hosted by Resilience.
11. Help maintain and track Resilience's social media presence, including scheduling Facebook and Twitter posts.
12. Draft, distribute, and pitch news releases and media alerts.
13. Update Resilience's website as needed.
14. Help coordinate outreach activities during Sexual Assault Awareness Month (SAAM).
15. Collaborate with staff on new ideas, directions, and venues for marketing and communications.
16. Attend Resilience's 40+ hour training and certification on sexual assault crisis intervention.

Requirements:

7. Working toward a college degree in related field (e.g., English, Marketing/Communications, Public Relations, Nonprofit Management, Social Policy).
8. Knowledge of available tools, platforms, and trends in the social media space.
9. Working knowledge of Microsoft Word, PowerPoint, and Excel. Proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus.
10. An effective communicator, both written and oral.
11. Photography and video experience a plus.
12. Self-motivated good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
13. Written and verbal fluency in Spanish a plus.
14. Passion for the mission of Resilience and clients we serve.

To apply for the Marketing and Communications Internship, please provide a cover letter and resume for consideration. If you have any questions, please contact ewalton@ourresilience.org.

Note: Because of the nature the development team's work, we do not need interns to commit to a full year and can accommodate a shorter schedule.