



Community Engagement Internship

Department: Community Engagement

Since 1997, we have provided a welcoming, child-friendly, and safe place for victims and their families to share their stories of abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members. Our professional services align with law enforcement and child protective services to ensure the integrity of child abuse investigations are protected each step of the way. In our Center, we provide forensic interviews, medical examinations, family advocacy, mental health counseling, and community education.

Overview:

Williamson County Children's Advocacy Center's Department of Community Engagement is looking for an intern who has a passion for helping others and enjoys working in a fast-paced environment. The Community Engagement Department oversees Community Education, Marketing, Fundraising, Event Planning and Volunteer Engagement. The Community Engagement Intern plays an important role providing support in each of these areas.

Location: On-Site: 211 Commerce Blvd Suite 101, Round Rock TX 78665

Availability: Fall, Spring, and Summer Internships available

Hours: Flexible Schedule: 10 - 20 hours per week during office hours, Monday through Friday, 9:00am to 5:00pm depending on availability or need

Qualifications:

- Strong computer skills, including Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Excellent writing and communication skills
- Great attention to detail and well organized
- An interest in one or more areas: education, event planning, fundraising, marketing, business development.
- An interest in child welfare
- Must be able to pass a background check
- Reliable transportation

Job Responsibilities:

- Promote Williamson County Children's Advocacy Center's mission & engage with the community
- *Event Planning/Fundraising:* Assist in planning, implementing, and managing events hosted by WCCAC
 - Fall (*Holiday Market & Purse Bingo*) Summer (*Back to School Drive*) Spring (*Justice 4 Children, Child Abuse Awareness & Prevention Month*)
- *Education & Community Outreach:* Assisting with presentations of community awareness and prevention programs to community entities and in school
- *Marketing:* Create and assemble marketing pieces for social media accounts, fundraising events & other community events
- *Resource development:* Conduct appeals to businesses and organizations for donations, grant research,
- *Data Input:* Assist with processing donations, run reports on donor data and prepare acknowledgement letters and other correspondence

To apply or for more info, please visit:

www.wilcocac.org/careers-internships/