



Community Engagement Internship

Department: Community Engagement

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from 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.

The culture of the WCCAC is built on our shared core values – Compassion, Integrity, Community, and Visionary. Compassion and Integrity mean that we work together and make decisions for the greater good – with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Vision means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone. We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

Position Overview:

WCCAC'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 and Volunteer Engagement. The Community Engagement Intern plays an important role in providing support in each of these areas and on various Development projects.

Reports To: Director of Community Engagement

Base of Operation: 1811 SE Inner Loop, Georgetown, Texas (Travel within Williamson County)

Availability: Fall, Spring, and Summer Internships are available

Hours: Flexible Schedule: 10 - 20 hours per week during office hours, Monday through Friday, 9:00 am to 5:00 pm 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, business development, data or research
- 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
- *Data Input:* Assist with processing donations, inputting education-related data and charting growth of knowledge

To apply or for more info, please visit:

www.wilcocac.org/careers-internships/