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.

Transform Lives and Make a Lasting Impact

By joining the Williamson County Children's Advocacy Center as an Intern, you have the unique opportunity to be at the forefront of transformative change in the lives of children and families facing challenging circumstances. At WCCAC, your expertise and compassion will contribute to creating a safe, supportive environment where healing and hope thrive.

Here, you're not just taking on an internship; you're becoming a part of a dedicated team that strives to break the cycle of trauma and build brighter futures for our community's most vulnerable members.

In this role, you'll witness the profound impact of your work as you help children regain their confidence, rebuild their lives, and find their voice. The center's holistic approach to care ensures that your contributions are integral to a broader mission of advocacy, justice, and recovery. If you are passionate about making a tangible difference and eager to work in an environment that values both your professional skills and personal commitment, WCCAC offers an unparalleled opportunity to do so.

Core Values

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision.

Position Overview:

The **Community Engagement Intern** plays a vital role in supporting both internal operations and external outreach efforts led by the Education and Training Department. This includes shadowing community education staff, assisting with prevention education presentations and outreach, participating in community events, managing Zoom logistics for virtual presentations, collecting and analyzing data, and supporting the development team with fundraising and awareness campaigns.

This internship is ideal for students pursuing degrees in Public Health, Communications, Social Work, Human Services, Child and Family Studies, Education, or related fields. Candidates should have a strong interest in child advocacy, community outreach, and nonprofit operations, and be eager to support prevention education, data collection, and public awareness efforts.

Position Type: Community Engagement Intern (unpaid)
Reports To: Intern Supervisor
Base of Operation: 1811 SE Inner Loop, Georgetown, Texas (Travel within Williamson County)
Availability: Spring, Summer & Fall Internships
Hours: Flexible Schedule: 16 - 20 hours per week during office hours, Monday through Friday, 8:00am to 5:00pm depending on availability or need, with some after-hour events and classes.

Qualifications:

- Strong computer skills (Microsoft Office: Outlook, Word, Excel, PowerPoint; familiarity with Zoom a plus)

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- Excellent written and verbal communication
- Detail-oriented and highly organized
- Interest in one or more of the following: education, development, data, child welfare
- Ability to pass a background check
- Reliable transportation

Job Responsibilities:

- Represent and promote WCCAC's mission at public events and within the community
- Shadow Education and Training staff during presentations and school-based programming
- Assist with prevention education sessions and community outreach events
- Participate in tabling events, community fairs, and awareness campaigns
- Help moderate Zoom presentations by managing chat questions and admitting attendees
- Support data collection, including tracking education outcomes and engagement metrics
- Assist the Development team with fundraising campaigns, and event logistics
- Assist with planning and executing key events:
    - Fall: *Holiday Market & Purse Bingo, Turkey Drive*
    - Spring: *Justice 4 Children, Child Abuse Awareness & Prevention Month, Red Poppy Ride*
    - Summer: *Back to School Drive*

Physical Requirements:

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds)
- Must be able to sit/stand at a workstation and/or a computer screen for up to 2 hours at a time

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

To apply or for more info, please visit: ***Careers & Internships - Williamson County Children's Advocacy Center***