

Child Advocates mobilizes court appointed volunteers to break the cycle of child abuse. We speak up for abused children who are lost in the system and guide them into safe environments where they can thrive

Find out more about this unique Internship position made possible by ExxonMobil Foundation.



The special projects intern will have the opportunity to assist and support efforts to prepare for the annual Childspree (back to school event) and other children's events throughout the summer.

- Attend socials to recruit volunteers & increase awareness
- Assist the Community Outreach Team with the coordination of volunteers for the event by completing background checks, entering information in the database system, maintaining a volunteer spreadsheet, and creating nametags and check in sheets.
- Attend planning meetings to help communicate event information
- Purchase school supplies, fun extra gifts and backpacks for the Backpack Stuffing Party and create nametags for each backpack
- Help organize and set up for Backpack Stuffing Party
- Assist with keeping each child's information up to date in the Childspree database
- Create a spreadsheet of each child's school uniform requirements
- Organize supply boxes for the event
- Assist with the organization, set up and facilitation of other children's summer events such as the quarterly birthday party and summer splash water event

- Must be a currently enrolled, full-time, undergraduate student who will be returning to college as a full-time sophomore, junior, or senior student
- Candidate must demonstrate leadership and teamwork/external collaboration skills through experience with civic, academic and/or community organizations
- Event planning experience is preferred.
- Candidate must possess excellent written and verbal communications skills. PC literacy in MS Office environment is required, including a proven ability to work at an intermediate level in Word and Excel.
- Candidate must be able to professionally interact with volunteers, staff, board members and supporters.

- Candidate must complete internship within an eight week period preferably between June 22 and August 15, 2020 (flexible dates but this time frame is best)
- 35 hours per week
- \$2,750 salary-supported by ExxonMobil Foundation
- Candidate must submit and clear a criminal background check.
- Candidate must agree to attend all ExxonMobil Summer Program
- Candidate must provide his/her own transportation to/from the Child Advocates office.