



Intern Job Description: RESOURCE COORDINATOR INTERN

(Domestic Kindness Nonprofit Organization)

Location: Remote

Duration: 5 months- 1 year or more

Hours: Based on University Requirements

Compensation: Unpaid Internship

About Domestic Kindness:

The mission of Domestic Kindness is to equip churches to be part of the solution to domestic abuse. We train and oversee Domestic Kindness Resource Teams within churches that provide resources to educate and support their church. They are trained to hear the oppressed and connect them to intervention. Domestic Kindness empowers individuals and families by promoting kindness, safety, and well-being in the home.

Position Summary:

The Resource Coordinator Intern will play a critical role in maintaining and expanding the resource list on Domestic Kindness's website. This includes finding, vetting, and summarizing national and international resources for individuals affected by domestic abuse and those who support them, such as shelters, counseling services, support groups, books, and batterer's intervention programs. The intern will ensure that the resource list is up-to-date, accurate, and aligned with the mission and vision of Domestic Kindness, with a focus on faith-based resources where possible.

Key Responsibilities:

1. Research and Vetting of Resources:

- Research and identify national and international resources that Domestic Kindness can recommend to individuals and organizations helping those affected by domestic abuse.
- Resources may include shelters, support groups, counselors, batterers' intervention programs, books, websites, and other relevant services.
- Use Domestic Kindness's list of guiding questions to vet each resource to ensure its quality, effectiveness, and alignment with the organization's mission (with an emphasis on Christian values when possible).

2. Resource Summaries:

- Write concise, clear summary descriptions for each resource, explaining its services, target audience, and relevance to those experiencing domestic abuse or supporting survivors.

3. Maintaining Communication with Providers:

- Stay informed about changes to the services provided by organizations and ensure these changes are reflected in the resource list.
- Communicate with resource providers (shelters, counselors, support groups, etc.) to verify the accuracy of information.
- Build and maintain a network of trusted organizations for future updates and recommendations.

4. Ensuring Faith-Based Alignment:

- Prioritize finding Christian-oriented resources or organizations that align with the values and teachings of Domestic Kindness, where possible.

5. Collaboration and Reporting:

- Work closely with the Program Director and other team members to discuss new resources, gaps in the current list, and recommendations for additional resources.
- Provide regular updates on progress, challenges, and new resource opportunities during team meetings.

6. Administrative Support:

- Organize and maintain an efficient system for tracking resources and communications with providers.
- Help create and manage spreadsheets, reports, and databases to monitor the vetting process and resource updates.

Qualifications:

- Belief in the mission of Domestic Kindness
- Strong research, writing, and organizational skills.
- Familiarity with domestic abuse issues and a strong understanding of the resources available for survivors and those who support them.
- Strong attention to detail and the ability to handle multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite (Excel, Word, etc.) and Google Drive tools.

How to Apply: Please submit your resume, cover letter, and any relevant work samples to domestickindness@gmail.com. In your cover letter, explain why you are interested in this internship and how your skills align with the responsibilities of the position.