



Children's Advocacy Center

Together...breaking the silence, healing the hurt.

Development Internship

Harmony Home Children's Advocacy Center is a trauma-informed, non-profit agency that focuses on bringing a light to the darkness, providing a safe place for children to break the silence and to start healing. Harmony Home would like to offer a 120-hour internship for administrative/development services within the center. This internship is intended for business and office administration and leadership, communication, management, and marketing majors who have a strong desire to make our community a better place.

Each intern will spend time working closely with the Funds Development Director to help identify, cultivate, solicit, and steward individuals & companies interested in supporting the Child Advocacy Center.

Mission

The mission of Harmony Home Children's Advocacy Center (HHCAC) is to lessen the trauma and heal the hurt of abuse to children and their families through interviewing, therapy, victim services, investigation, and prosecution and to prevent child abuse through education and community awareness.

Vision

Every child is free from abuse and lives in a safe and stable environment.

Values

Honesty, respect towards families and professionals, and high ethical standards.

Goals

The primary goal of all Children's Advocacy Centers is to ensure that children are not further victimized by the intervention systems designed to protect them. HHCAC is dedicated to the development and provision of:

- A comprehensive multidisciplinary, developmentally, and culturally appropriate, evidence-based response to the needs of children and their families.
- A neutral, child-friendly facility where forensic interviews and coordinated case planning can be conducted.
- Trauma- focused, evidence-supported medical and mental health treatment and a wide variety of victim services.
- Effective and coordinated case-management efforts based on open communication, information sharing, and collaborative decision-making.

- Comprehensive case tracking that monitors investigative, prosecutorial, child protection, medical, mental health, and victim advocacy services so that cases do not fall through the cracks.
- More effective prosecution of child abuse cases.
- Cross- disciplinary and cross-cultural training as well as discipline-specific continuing education that enhanced professional practice.
- Promote child abuse prevention efforts through evidence-based curriculums, community training, and events.

Confidentiality

HHCAC follows all state and federal confidentiality laws. It is imperative that case information discussed between HHCAC and partner agencies not be divulged to any unauthorized person. Client and family confidentiality must be maintained at all stages of the case. Each Intern will be expected to sign a confidentiality contract.

Qualifications

Because Harmony Home is a safe place for children to be able to be able to share their story, Harmony Home requires that all prospective interns submit to a criminal and DFPS background check. All interns will complete required training at orientation and throughout the semester including, Darkness to Light, Confidence in Reporting, HIPPA, etc. Each intern should be in their final semester before graduating with their Associates, Bachelor's, or Master's degree.

Application

All prospective interns must complete an internship application, submit a resume and two references, and participate in the interview process. During the semester, the Intern will be under the supervision of Rita Mata, Funds Development Director.

Applications are due one month before the start of the semester.

- Fall; July 15
- Spring; December 15
- Summer May 15.

Course Work within the Internship

Funds Development/ Marketing/ Public Relations

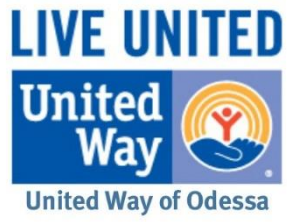
The Development program supports Harmony Home Children's Advocacy Center by securing funding for programs and services, executes our client affinity programs, and seeks and promotes opportunities to share our mission with the greater community. This includes processing all donations, thanking and stewarding donors and corporations, hosting three fundraising events annually (Bingo & Bubbly, Pickleball, Golf Tournament or Dueling Pianos), applying for private and government grants, and coordinating client affinity programs such as Room Makeovers, Back to School, Christmas Connection, and others. Under the supervision and direction, a Development Intern will assist with the production and promotion of fundraising events while also assisting

with associated administrative duties. This internship is appropriate for motivated, hard-working individuals who wish to gain skills essential to a career in the nonprofit sector including experience in fundraising, donor cultivation, event planning, and database management.

Working with the Funds Development Director, the Intern will

- a. Create and manage social media, advertising, and web-content to increase online engagement through new marketing techniques (*under the supervision of the Prevention/Marketing Director*).
- b. Gain skills in photoshop to create content for a variety of communications, including print, email, and social media.
- c. Create a video for the CAC that gives a virtual tour of the building and includes personal testimonies, both from staff and from previous clients/caregivers.
- d. Attend networking events with the Funds Development Director and establish connection with local businesses and organizations.
- e. Accompany the Funds Development Director while speaking to local groups/organizations about the Center.
- f. Help cultivate relationships with donors (such as: gift drop-offs and birthday recognition).
- g. Assisting in planning, supporting, and executing special events
- h. Opportunity to create and manage various events for fundraising and community engagement.
- i. Assist in sponsorships and in-kind requests (both written and verbal)
- j. Research and prepare background for individuals, corporations, and other potential sponsors and donors.
- k. Draft and proofread professional correspondence.
- l. Assist in building donor and sponsorship relationships.
- m. Manage donor information and gifts in donor database.
- n. Reflect on personal values, biases and assumptions related to child abuse intervention and develop cultural competence in addressing diverse needs and perspectives.

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