



The comprehensive resource on domestic violence

**Please Circulate – Internship (Unpaid)/Volunteer Opportunity Announcement**  
**Opportunity open until it is filled**

**PREVENTION ASSISTANT INTERN**  
**Maximum 20 hours per week**

**INTERNSHIP DESCRIPTION**

Are you interested in learning from a team of dedicated prevention leaders? Do you want to make a difference in engaging men in gender-based violence prevention? Are you interested in curriculum development and adult learning principles? Do you have a willingness to learn and share your knowledge with a team?

The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence free life; fosters changes in our economic, social and political systems and brings leadership, expertise and best practices to community programs. It is the expectation that all members of our team will communicate ethically and engage in providing excellent customer service to all of our stakeholders. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for all our work.

***Are you someone who is passionate about upholding these principles? Then, read on and learn how you can join our team.***

This description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the internship in any way.

This position is mentored and supervised by the Engaging Men Program Coordinator in consultation with the Prevention Programs Director.

ODVN is seeking a self-motivated, self-directed part-time intern for its engaging men work funded by both the Centers for Disease Control and Prevention (CDC) Domestic Violence Prevention Enhancement and Leadership through Alliances Focusing on Outcomes for Communities United with States ([DELTA Impact](#)) Program and the Office of Violence Against Women (OVW) [Engaging Men and Youth](#).

**Responsibilities:**

1) Works on ODVN's Engaging Men efforts specifically with the Ohio Men's Action Network (OHMAN) and The New Playbook (TNP) that is coordinated by Engaging Men Program Coordinator (EMC).

- Supports the EMC in coordinating trainings and events around the State of Ohio
- Assists with strategic planning of OHMAN Steering Committee including assisting with note taking, sharing ideas for future direction, and potentially hosting courageous conversations on calls
- Monitors the implementation of the OHMAN strategic plan in collaboration with the OHMAN Steering Committee, Empowerment Evaluator, and work groups and EMC
- Assists the EMC with developing, and organizing the agendas for OHMAN steering committee meetings
- Collaborates with organizational and individual partners to support OHMAN's mission
- Helps recruit OHMAN steering committee members who actively participate in relationship and sexual violence prevention and who support the [OHMAN mission/vision](#)

2) Assist in planning, preparing, and potentially facilitating The New Playbook: Standing Strong to Promote Non-Violence, OHMAN's signature training with for various venues.

- Works with organizational partners to secure venues and/or hosts for The New Playbook including all aspects of event management
- Assists in following up with TNP participants to determine their progress on their Action Plans

3) Assists in updating OHMAN website, Facebook page, twitter account and works to increase visibility of OHMAN

4) Assists in reporting activities and results to funders

- Work with EMC to prepare and review report data
- Support EMC in entering data into required data bases in a timely manner

5) Provides support to aspects of DELTA IMPACT Program including but not limited to the following:

- Works with Prevention Programs Director, Program Coordinator and Empowerment Evaluation Consultants, DELTA IMPACT Support Team (ST) and Leadership Team (LT) to plan and implement prevention strategies
- Provides administrative support to the Prevention Programs Director, Program Coordinator and Empowerment Evaluation Consultant for ST, LT, and the community of

prevention practice including meeting note taking, dissemination of meeting notes to stakeholders, and follow-up

- Provides support to the Prevention Programs Director and Program Coordinator related to reporting to CDC

## **QUALIFICATIONS**

### **Education:**

Working toward Bachelor degree or Master's Degree in Social Work, Public Health, Education or other related fields or life equivalent life experience

### **Skills:**

Strong writing and communication skills

Ability to work collaboratively with diverse stakeholder groups

Willingness to learn about program evaluation and use of data to inform program improvement

Strong organizational skills and ability to handle multiple tasks in a fast paced environment

Ability to work in a team environment as well as independently

Excellent customer service skills

Microsoft Office Professional proficiency required. Social media skills. Desk top publishing skills a plus

### **Preferred Experience:**

Previous experience in a non-profit agency preferred

### **Application Process:**

We encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome applicants from different national origins, religions, ages, & ability status. To apply, please **submit a detailed cover letter and resume** to [justinc@odvn.org](mailto:justinc@odvn.org).

EOE

For more information and or questions, please contact: Justin Carter (Engaging Men Coordinator) at [justinc@odvn.org](mailto:justinc@odvn.org) or by phone (614) 781 – 9651 ext. 234