

Summer Internship Program

January 2015

Introduction

We would like to present the Prevent Child Abuse America Summer Internship Program, designed to both provide college students with real-world non-profit experience and further advance Prevent Child Abuse America's mission to prevent the abuse and neglect of our nation's children. Students are invited to apply for one of the unpaid Summer 2015 internships to assist with a wide assortment of projects across our departments – see page 3 for list.

Program Specifics

- Typical internships last May/June to August/September when students often return to school. We can be flexible on start and end dates to accommodate varying school schedules.
- We can also be flexible with weekly schedules to accommodate other commitments, such as part-time jobs. For example, interns may work two or three days/week.
- In some cases, we are able to extend internships into the fall if students have graduated and not yet found employment, their school starts later than others or if students wish to continue internships while in school.
- This program is open to students studying or living in the Chicago area when home on break or to students open to working remotely for one of Prevent Child Abuse America's staff members located around the country.
- Applicants will have the ability to prioritize their interests against our needs listed on the application. We will do our best to match your interests with our needs but may also ask for some flexibility as well.
- Previous experience not required.

Application Process

- Interested students should submit completed applications along with a resume and writing sample to Robert Allen (contact information provided on application). The writing sample can be anything from a class paper you are particularly proud of to a project from a previous work experience. We just want to get a sense of your writing ability.
- We will screen all applications and contact prospects for in-person interviews (or by phone if you live outside of Chicago area) with Mr. Allen and/or the department head of the area in which you have interest or where we see the greatest fit.

Summer 2015 Internship Application

Contact Information

Name

Street Address

City

State

Zip

Email

Phone

College or University Attending

Year in School

Anticipated Graduation Date

Area of Study/Major

Availability

I would be available from approximately _____ to _____.
(date) (date)

On a weekly basis, my availability would be: _____

Unknown at this time: _____

Submit Application, Resume, Writing Sample by Email to:

Robert Allen
Senior Director of Administration
Prevent Child Abuse America
228 S. Wabash Avenue
10th Floor
Chicago, IL 60604
312/663-3520 x827
rallen@preventchildabuse.org

Areas of Interest

The below represents a sampling of the projects on which we could use support this summer. Others may emerge as we go. Please indicate which area is of greatest interest with a “1,” your second choice with a “2” (if applicable) and so forth.

- _____ Office of the President: Work with the Board and President to organize an electronic platform for Board minutes and materials for the past 10 years; organize Board of Directors orientation materials; assist in organizing historical/archival information for a 50-year history of the organization; online research for “talking points” on various issues identified by the President
- _____ Administration: Human resources support; special project and general office support; database support; electronic communications, data and document storage improvements; creation of electronic history/archive of the organization
- _____ Bullying/Peer Abuse Prevention: Assist with integration of bullying prevention strategies into overall child abuse prevention agenda – potential projects include assisting with plans for second year of partnership with two other organizations; researching funding opportunities and preparing proposals; in cooperation with staff, reviewing current literature on evidence-based prevention strategies and liaison with other national organizations addressing bullying/peer abuse prevention
- _____ Chapter Services: Chapter surveys and analysis (Chapter Health Survey, Chapter Snapshot); coordinate and manage chapter network technical assistance/support calls; e-librarian; update and manage listserv; research and follow-up on funding opportunities; update presentation on chapter statistics; research and develop non-profit governance chapter supports; support IT changes for chapter network
- _____ Communications: Social media writing, monitoring; press release writing; media relations support; assorted writing projects/product development; website support
- _____ Marketing: Support on special events in Chicago and Los Angeles (no travel required); Pinwheels for Prevention campaign support; drafting of Child Abuse Prevention Month chapter case studies; brand consistency monitoring; chapter survey data collection and report; corporate partner and foundation prospect research to support the staff and Fundraising Committee with implementation of the organization’s 2015 strategic plan
- _____ Public Policy: Reporting on hearings of the Commission to Eliminate Child Abuse and Neglect Fatalities; Attend telephonic meetings of the National Home Visiting Coalition; Develop congressional one-pagers; analyze peer-reviewed journals on specified topics; work in tandem with the Senior Director for Public Policy on reauthorization of the Child Abuse Prevention and Treatment Act; Dialogue with congressional aides as it relates to the federal budget and child services
- _____ Research: Organize and catalog data on prevention programs, including program site characteristics, community impacts, outcome measurement strategies and evaluation findings; identify potential funding opportunities for performance monitoring and evaluation (Note: most projects will use Excel, Google Spreadsheets and/or SPSS)