



Position: Domestic Violence Program Intern

Start Date: Ongoing Basis

MISSION

Tapestri is dedicated to ending violence and oppression in refugee and immigrant communities, using culturally competent and appropriate methods. As advocates for immigrant and refugee families affected by domestic violence, sexual assault and exploitation, Tapestri is committed to using education, community organizing, direct services and advocacy to improve the lives of those it serves.

DESCRIPTION

Tapestri's Domestic Violence Volunteer/Intern will assist with organizing the domestic violence forum, raising awareness for survivors of domestic violence and human trafficking and raising the profile of Tapestri among potential individual, foundation, and corporate donors. This is an unpaid position, but you will incur no out of pocket expenses, and educational course credit can be arranged.

RESPONSIBILITIES

- Develop forum flyer and poster
- Develop forum social media and other campaign materials
- Assist Development Coordinator with soliciting in-kind donations of food and beverages for the annual Domestic Violence Forum
- Assist Tapestri's Development Coordinator with creating, printing, compiling, and mailing of the sponsorship materials
- In-kind donations management
- Prepare progress updates on activities completed
- Maintain an accurate record of all outreach activities

QUALIFICATIONS

Required:

- Clear background check
- Familiarity with Microsoft Office
- Complete 40 hour online training
- Proficient in English, strong writing skills, and attention to details
- Commit 10-20 hours per week to this position; must be available at least some Fridays in the office.

Preferred:

- Graphic design experience, namely Canva, Gimp, Photoshop, etc.
- Familiarity with social media, particularly scheduling tools such as Hootsuite
- Familiarity with WordPress and Mailchimp

APPLICATION PROCESS

Please apply through our volunteer portal at <https://tapestri.org/volunteer>