



## Human Trafficking Community Education Intern - Fall 2022

IJPC is excited to offer internship opportunities to college students during the Spring, Summer, and Fall semesters. Applicants should be passionate about peace and justice issues.

### **About the Intercommunity Justice and Peace Center (IJPC):**

IJPC is a small, dynamic nonprofit organization whose mission is to educate and advocate for peace, challenge unjust local, national and global systems, and promote the creation of a non-violent society. We mobilize people of Greater Cincinnati to raise their voices, take action, and create change. For more information, visit [www.IJPCcincinnati.org](http://www.IJPCcincinnati.org).

### **Position Description:**

The Community Education Intern for the Human Trafficking program will work with the Program Manager to develop, organize, and run an event to educate the community on the root causes of human trafficking. The intern will also support the Program Manager in their work to develop educational resources for the community in collaboration with the Public Education and Awareness Committee of End Slavery Cincinnati's Anti-Human Trafficking Coalition.

### **Job Responsibilities:**

- Research issues, compile, and distill information into educational resources and presentations
- Help design and advertise an educational event
- Create educational content for social media platforms, website, email, and newsletters
- Communicate, collaborate with, and manage volunteer advocates
- Enter and analyze feedback forms and other data
- Attend and assist in facilitating Public Education and Awareness Committee meetings
- Work collaboratively with staff and share in office chores and other duties as requested

### **Qualifications:**

- Experience creating and designing easy-to-understand educational materials
- Experience in event planning
- Interest in leadership development, management and administration
- Effective communication and interpersonal skills
- Proficiency in Microsoft Office & Google Drive Products

### **General Expectations:**

- Commitment of 10+ hours per week for 10-12 weeks
- Report to the IJPC office for work in-person on recurring weekly schedule
- Be able to work independently and be highly motivated
- Work on large and small scale projects and manage time effectively
- Communicate effectively and in a timely manner via email and phone
- Responsibly represent IJPC in communication with the public, volunteers, collaborators, etc.

### **Other benefits of an internship with IJPC:**

- Join a small dynamic office and take on projects relevant to your interests and talents
- Learn how a small nonprofit operates by pitching in wherever needed
- Challenge yourself and grow in your knowledge of social justice and solidarity

**How to apply:** Visit [IJPCcincinnati.org/about/get-involved](http://IJPCcincinnati.org/about/get-involved) to fill out an application. Questions? Email [Hayley@IJPCcincinnati.org](mailto:Hayley@IJPCcincinnati.org).