**CornerHouse Position Announcement**

**Training Department Intern**

# Position Title: Supervisor/s:

Training Department Intern

External Relations Coordinator & Training Director

**Position Summary:** The Training Department Intern works closely with our Training Director and External Relations Coordinator. The Intern works as a part of a team in a globally recognized training institution, providing education for trauma-informed forensic interviewing. The Intern researches topics related to Forensic Interviewing, Abuse, Violence, and Prevention to update CornerHouse resources. The Intern works collaboratively with partners to assist with training including coordinating materials and technology as well as office tasks including marketing.

# Primary Position Responsibilities:

* Research on topics related to forensic interviewing, abuse, violence, and prevention including but not limited to:
  + Child Development
  + Brain Development
  + Forensic Interviewing
  + Impact of Trauma
  + Victimization
  + ACEs
  + Offending Behaviors
  + Impact of Domestic Violence on Children
  + Polyvictimization
  + Healing from Trauma/Traumatic Events
* Working closely with the training department to support coordination and setup of training events
* Assist trainers and learners with technology and other inquiries they may have
* Coordinate materials and technologies for training and update on-line portal with new resources
* Assist with evaluations and registrations of trainings
* Develop and implement ideas for targeted marketing in relation to training

# Program Implementation/Other Duties:

* Intern may be asked to work on small projects other than listed for the Development and Administrative department including but not limited to:
  + Social media management and engagement tracking
  + Draft blog posts and newsletters
  + Oversee the website content
  + Program Evaluation

# Required Qualifications/Experience:

* A current undergraduate student with a passion for social work/criminal justice/non-profits/etc..
* Strong research skills.
* Strong communication, organizational, and problem solving skills.
* Team player, self-starter.
* Computer proficiency, including Word, Excel, and PowerPoint; ability to learn and utilize database systems.
* Ability to prioritize and manage several milestones and projects efficiently

# Perks of Interning at CornerHouse:

* Be a part of an amazing team passionate for helping the community
* Attend CornerHouse events and trainings for free
* Develop a well-rounded skillset that will be beneficial in many careers in the future

***Individuals from diverse backgrounds strongly encouraged to apply***

**Hours & Compensation:** Part-Time position with an average of 10 hours a week (ranging from 8 to 15 hours). This is an **unpaid** internship but please check with your University if we can help you get credit for it.

# Closing Date: Monday September 19th.

**Email Resume and Cover Letter to:** [Mirnesa@cornerhousemn.us](mailto:Mirnesa@cornerhousemn.us)

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| **In accordance with the Americans with Disabilities Act, the above is intended to summarize the** | | |
| **essential functions of and requirements for the performance of this job. It is not meant to be an** | | |
| **exhaustive list of miscellaneous duties and responsibilities that may be requested in the** | | |
|  | **performance of this job.** |  |