

OUTREACH and TRAINING PROGRAM INTERN

PURPOSE: Under the close supervision of the Director of Partnerships, the Outreach and Training program intern coordinates training and community presentation and outreach requests, helps coordinate the outreach subcommittee of the LA Metro Taskforce on Human Trafficking, conducts human trafficking 101 presentations and represents CAST at conferences and events. S/he will help build CAST's pool of outreach volunteers, and will serve as a point person for CAST outreach via CAST website and social media. This is a non-paid internship and individuals must commit to a minimum of 15 hours a week, for a minimum of 6 months.

ESSENTIAL DUTIES:

Trainings and Presentations:

- Serve as the point person for training, presentation and outreach requests, responding to such requests in a timely manner;
- Coordinate the appropriate CAST staff coverage for trainings/presentations;
- Conduct human trafficking 101 trainings and presentations, when needed
- Maintain copies of CAST power point presentations and outreach materials on the CAST server, ensure that presentations are up to date and accurately reflect new statistics and data
- Represent CAST and ensure CAST visibility at outreach events
- Coordinate outreach volunteers to attend outreach events, set up and break down CAST info booth/tables
- Track training, presentations and outreach numbers for grant reporting using CAST's Database

Outreach Sub-Committee of LA Metro Taskforce on Human Trafficking:

- Send reminders for monthly meetings of the LA Metro Taskforce Subcommittee on Human trafficking
- Help organize and facilitate meetings, preparing the agenda, taking notes and circulating the minutes to the wider taskforce
- Attend bi-monthly General meetings of the LA Metro Taskforce on Human Trafficking and provide members with updates from the Subcommittee

Web and Social Media Outreach:

- Update CAST facebook page and twitter feed with approved messages and news

- Work with CAST Staff, volunteers and web consultant to update CAST website with current news and update the CAST calendar of events

REQUIREMENTS

Under graduate degree required, graduate degree preferred.

1. Demonstrated experience (minimum 2 years) in an outreach and public speaking role
2. Demonstrated experience preparing training and outreach materials, including Microsoft PowerPoint and Microsoft Publisher.
3. Knowledge of and experience implementing a social media communications strategy
4. Ability to work independently and with minimal supervision, and able to meet deadlines
5. In depth knowledge of issues related to providing services to immigrants, survivors of human trafficking, human rights and violence against women, etc.
6. Ability to deliver oral presentation to diverse professionals and audiences, including workshops and presentations
7. Excellent oral and written communication skills.
8. Must be organized, flexible, and multi-task oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines. Must be detail oriented.
9. Ability to maintain cooperative and professional demeanor with CAST staff, agency staff/board, vendors, consultants, allied professionals, and members of the public. Enjoyment in interacting with people and creating an accessible environment. Capacity to work in a fast-paced program and manage multi-faceted services.
10. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations.
11. Accept and abide by mission and philosophy of CAST.
12. Have a car, insurance and a valid driver's license.

How to Apply

Applicants should send a cover letter, resume and a short writing sample to Vanessa Lanza at Vanessa@castla.org