

ISPCAN Internship

International Society for Prevention of Child Abuse and Neglect (ISPCAN) is a non-profit, international membership based organization working with professionals from over 130 countries in prevention of child abuse and neglect. We provide our members/faculty with numerous services and educational programs as well as listserv, professional publications, research and information exchange.

Voluntary position with flexible schedule

Internship duration: Average of 3-4 months with minimum of 100-120 hours (or 8 hours per week).

Qualifications:

Bachelor's degree from a 4-year accredited college or university (or current enrollment in a college or university in pursuit of a degree). Strong communication, research and computer skills (MS Word, Excel, Internet). Good organizational abilities, attention to detail combined with creativity and flexibility. Knowledge of a second language and international travel/study/work experience preferred (but not required).

Departments to which intern will be assigned:

Education
Fundraising
Membership
Conference/Congress
Communications
Documentation/Resource Materials

Overall goals of the internship placement:

On-the-job-training: Will provide an introduction through reading and presentation supplemented by training in specific areas done by area supervisors. The intern will have an actual experience with ISPCAN volunteer leaders. Intern will actively participate in discussion forums and other in-house training for staff.

Skills to be acquired:

- Critical thinking,
- Project management,
- Expanded international perspective in the field of Child Abuse and Neglect and communications in general,
- Specific skills in meeting planning (educational event coordination),
- Better understanding of Child Abuse and Neglect issues,
- Experience in reviewing interdisciplinary Child Abuse and Neglect resource materials and documentation.

Performance feedback:

Intern will have one general supervisor. In addition, project supervisors in specific areas will provide supervision and performance feedback as well.

Performance review steps:

- Orientation meeting – performance discussion,
- Two interim meetings with performance discussion,
- Final review.

Specific department project/task description

Education/Training Area

Training Material Project coordination
International scholar communications
Convention on the Rights of a Child (CRC) project assistance
United Nations/Secretary General Study on Violence against Children Project
Faculty confirmation letters (data entering)

Fundraising Area

Research of potential funders
Coordination and mailing of thank you letters to donors
Drafting parts of proposals (with supervisors' assistance)

Conference/Congress Area

Educational meeting coordination (assistance)
Preparation of handouts and Power Point presentations

Membership Area

Communications and member solicitation by posting, e-mailing
Analyze current membership composition
Development of introduction and invitation to recruit new members globally and from all disciplines

Communications Area

Subscription of new ISPCAN listserv members
General international communications
Web page development assistance (content and graphic) and maintenance

Documentation/Resource Materials Area

Literature search project assistance.
Coordination of Executive Council Handbook/ Web-based materials and new orientation manual etc.
Strategic planning and Board meeting planning

For more information please contact Anna Quintanilla, Education/Fundraising Manager at education@ispcan.org or call 630-876-6913.

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