

## **INTERNSHIP POSITION DESCRIPTION**

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***Internship Title: Domestic Violence Homicide Memorial Planner***

***Name of Organization and Location:***

**MN Coalition for Battered Women**

***Primary work of your organization:***

The Minnesota Coalition for Battered Women [MCBW] is a well-established, membership organization with over 80 member programs located throughout Minnesota with a strong history of effectively carrying out programming that advances women's safety and security. MCBW has existed for almost 40 years as the state's primary voice for battered women. The Coalition has a dedicated and experienced staff, and its capacity is strengthened by the leadership of its members and by a deeply committed and involved board of directors.

Our primary areas of work include public policy, public awareness, and increasing the capacity of our membership and systems' partners to enhance their responses to survivors of domestic violence and their children.

***Possible Intern Projects or Tasks/Duties:***

The DV Homicide Memorial Planner intern will assist Program Managers in preparing for our annual Femicide Report Release and Memorial events. These events will take place on Tuesday, January 26, 2015. The intern will be responsible for assistance with data collection, compilation, and communication. Examples of tasks include creating and maintaining mailing lists, collecting public data on victims and perpetrators of domestic violence homicides, contacting law enforcement, legislators, and others, creating charts and graphs for the report, and assisting with press releases and news stories.

***Duration of Internship:*** (January only, January/Spring, or Spring only)

January only

***Approximate Hours Per Week:***

**10-20**

***Expected Qualifications:***

**Skilled in Excel, Word, and Outlook. Attention to detail is a must.**

Please send position descriptions to: [internship@macalester.edu](mailto:internship@macalester.edu)

Thank You!

***Paid or Unpaid?***  
***Unpaid***

***Contact Name, Email, Phone:***

**Safia Khan**

**[skhan@mcbw.org](mailto:skhan@mcbw.org)**

**651-472-6859**

***Application Process: (how do students apply?)***

***Please send your resume and cover letter to Safia Khan at [skhan@mcbw.org](mailto:skhan@mcbw.org)***

Please send position descriptions to: [internship@macalester.edu](mailto:internship@macalester.edu)  
Thank You!