



Stipend Amount: \$1000.00

Service Date: August 1, 2024 – July 31, 2024

Contract Agreement: 675-hour term of service through AmeriCorps.

Hour Commitment: 20 - 25 hours per week

Education Award: \$2,626.27 (Awarded at the end of your term).

Mileage Stipend: Dependent upon position

Position Overview:

This is an exciting opportunity for an ambitious, highly organized, resourceful individual interested in systematical change to join a high functioning team that works with a diverse group of community partners and passionate about community change.

The **Content Development Coordinator** is responsible for writing for capacity growth for CATE, community and members.

This position reports to the **Community Education Specialist**.

This is an internship designed to provide a diverse group of individuals with the opportunity to practice in skill set areas such as public policy, networking, event planning, communications, professional writing and most importantly the opportunity to advocate for systematical change and increase organizational capacity.

This position is remote/hybrid work from anywhere in Missouri. May include travel within your region, and occasional statewide travel as necessary. People who can contribute to CATE's diversity of lived experiences and perspectives are encouraged to apply. The intern will need to have access to Wi-Fi, computer, phone, email and reliable transportation.

Organization Overview:

The Coalition Against Trafficking & Exploitation is a collaborative effort of agencies and individuals building on a community movement to prevent and respond to human trafficking and exploitation through advocacy, public policy, education, and direct outreach strategies.

Collectively, these core activities work towards our vision to ensure evidence-based service delivery to survivors and standardized education and awareness to the Missouri region. The CATE coalition believes in a community that is Educated, Aware, and Supportive.

Currently, CATE is housed and operationally and financially supported by Healing Action.

What You Will Do:

The Coalition Grants Intern will build the capacity of the Missouri Coalition Against Trafficking and Exploitation, by researching and completing training to provide educational researchers to both the community, and organizations providing services to survivors. Because of the intern's service, Missouri communities will have received education on this underserved population, which frequently also experiences poverty, substance use, and interactions with the criminal justice system.



Objective of the Assignment

- Researching select subject matter
- Planning, and writing training materials
- Developing a quarterly report to measure grant application success Developing content management tools for specific funding application types
- Assisting in other training activities
- Other duties assigned

Administrative

- Maintaining database records through accurate/timely documentation of all activities and preparing reports as necessary.
- Participate in supervision, team meetings and All-Agency meetings as necessary.
- Assist in the development of CATE documents, materials, and publications as needed

This could be a good match if you

- Preferably completed 60 college credit hours. Less college credit hours accepted.
- Have or working towards a degree in Social Work, Political Science, Criminal Justice, Sociology, Prelaw, Psychology, English, Public Health, or related degree. Bachelor's degree accepted
- Can demonstrate work experience in human trafficking, domestic violence, victim advocacy, and/or public health but not required.
- Can demonstrate work experience with organizing events and facilitating community engagement.
- Can demonstrate professional writing skills and the use of collaborative software and mass communication tools
- Are comfortable with public speaking and frequent communication
- Openly embrace working with all people, regardless of age, gender, race, religious background, immigration status, sexual orientation, gender identity and expression, ability, and health status
- Are detail-oriented and highly organized
- Can manage multiple tasks and priorities, set and meet goals and deadlines
- Have a flexible, creative, and proactive working style
- Can pass a background, driving record, and Family Care registry check
- Have a valid driver's license, proof of automobile insurance, and reliable transportation at time of hire and ability to maintain throughout employment

Other Notes

This internship can be completed on its own or as a supplement to another internship/practicum.

Next Steps

If you are qualified and interested, send a PDF of your cover letter and resume to Jordan@mocate.org.
mocate.org.