

Texas Victim Services Association



Position Title: TVSA Intern  
Supervised by: Executive Director  
Purpose of Position: Assist Executive Director with communications and marketing/event planning  
Time Commitment: 20 hours/week or as agreed upon with the director  
Time Period: Summer 2022; Spring 2022  
Location: Central Texas Area

Intern will assist the Executive Director with Texas Victim Services Association (TVSA) outreach and communications, also known as promotion or marketing. TVSA believes it is most effective when it is regularly in communication and relationship with its members, in print and electronic communications, in social media...in all areas. An intern is sought to assist in these areas. Ideal candidates will be energetic, inventive, hard-working, social media and web-savvy, to engage existing and new TVSA members in the organization's mission. While assisting with a wide range of projects, interns will gain hands-on experience and training in many aspects of marketing and development, while also gaining a good understanding of a statewide non-profit professional association and of the field of crime victim services across the state of Texas

The intern will also assist with event planning, specifically for the TVSA Victimology Research Symposium, which will be held in October 2022. Additional event planning tasks may include those for the 2023 Texas Academy for Victim Assistance in management and leadership (TAAVA), held in early 2023, for meetings of our systems-based virtual training series in post-conviction and juvenile system victim services in July and September 2022, and for our conference in May 2023.

**Overall Tasks**

- Usage of social media tools (Facebook, Twitter, Instagram, etc.) for current and potential TVSA supporters on regular activities of TVSA.
- Attend meetings, as needed, to report and provide input for overall marketing and outreach efforts.
- Assist the Executive Director with planning logistics for the TVSA training events listed above.

**Intern's responsibilities will include:**

- A commitment to work for a minimum number of hours per week, as set with the intern supervisor.
- Assisting staff with promoting events.
- Assisting staff with tracking, formatting and archiving event information.
- Maintaining and updating TVSA's social media sites.
- Assisting in the production of advertisements, press releases, and promotional materials.

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- Assisting with mailings to current and prospective members, prospective sponsors, and other contacts.
- Assisting with preparing logistics for fall symposium, January academy and two regional trainings.

### **Regular commitments/meetings:**

- Weekly staff meeting with intern supervisor.
- Committee meetings on an as-needed basis.

### **Qualified candidates will be/have:**

- A commitment to the mission of TVSA (Support, education and recognition for victim services providers).
- Passion for effective communication and utilizing various tools to deliver messaging.
- Self-motivated, detail-oriented individuals.
- Superior written, verbal, organizational, and time management skills.
- Excellent computer skills with experience in social media and Microsoft Office.
- The ability to work independently and with others – especially volunteers, donors, and vendors.
- Maturity, dependability, flexibility, and ability to maintain confidentiality.
- The ability to work well under pressure and with deadlines.
- A commitment to regular and prompt communications with the intern supervisor.
- Accountability for time management working in a remote location.

### **Additional Requirements:**

- Must have own computer/office equipment to conduct internship duties.
- Must have reliable transportation (with insurance) to attend meetings as required in the Austin metro area.

Texas Victim Services Association offers ongoing unpaid internships designed to expose qualified applicants to communications (outreach, marketing, events, and development work), event planning and other aspects of the non-profit industry. The internships are intended for those who are serious about pursuing their chosen path in communications, marketing, event planning, the non-profit field, and/or crime victim services. The acceptance process will be highly selective.

Benefits of an internship at TVSA include a great hands-on learning experience at a well-established nonprofit victim services professional organization, exposure to a diverse field of crime victim services professionals, and the ability to network with a wide variety of individuals.

Interested applicants must be in the third or fourth year of an undergraduate degree. TVSA internships require a commitment of 10 – 20 hours per week. Internships are generally scheduled during TVSA's operating hours, but committee meetings may be held outside of regular business hours.

### **To apply, email resume and cover letter to:**

**Natacha Pelaez-Wagner, Executive Director** [director@txvsa.org](mailto:director@txvsa.org);

**Subject line: TVSA Summer (or Fall) 2022 Internship Position**