



## Rescue and Restore Program Intern

### **Responsibilities:**

The Rescue & Restore Program seeks interns to assist with outreach and education to increase awareness about Opening Doors and the Sacramento Rescue and Restore Coalition, as well as to increase capacity to address human trafficking.

Primary responsibilities include:

- Prepare and process materials for presentations and outreach events.
- Pick up materials for outreach and set up resource table.
- Represent Opening Doors and the Sacramento Rescue and Restore Coalition at community events. Provide information to the community and professionals about the Survivors of Trafficking Program, the Sacramento Rescue and Restore Coalition, and human trafficking.
- Timely return materials and equipment to Opening Doors after the event.
- Assist with organizing and coordinating human trafficking related trainings and special events in Sacramento, San Joaquin, Placer, El Dorado, Yolo, Sutter, Yuba and Solano Counties.
- Assist with research for human trafficking trainings and outreach activities.
- Engage in various outreach activities and community education as directed by the Anti-Trafficking Program Coordinator.
- Assist with increasing the social media presence of the Sacramento Rescue and Restore Coalition
- Assist with tracking outreach data and managing data.
- Other duties as needed.

### **We are looking for someone with the following qualifications:**

- Excellent written and oral communication skills.
- Ability to work independently and complete tasks with little supervision.
- Ability to take initiative as appropriate.
- Ability to work well as part of a team.
- Strong interpersonal skills. Ability to maintain a pleasant attitude under pressure.
- Ability to work with people of varying socioeconomic backgrounds, sexual orientations and racial diversity.
- High level of attention to detail.
- Tactful, discrete and able to deal with confidential information.
- Ability to speak Spanish, Vietnamese or Chinese strongly desired.
- Ability to work some evenings and weekends.

The intern must own a reliable vehicle. The intern must successfully complete a basic human trafficking and outreach training, as well as periodic supplemental trainings.

**How to Apply:** Interested candidates should email a volunteer application, resume and cover letter to [volunteers@openingdoorsinc.org](mailto:volunteers@openingdoorsinc.org). Include "Rescue and Restore Program Intern– [Your name]" in the subject line.