

Title: Program Assistant Intern

Organization Description

CrossRoads was established in 1976 as a standalone sexual assault center serving adult victims of sexual violence. In 1994, we realized that child victims needed the same types of services as adult victims. CrossRoads formed a multi-disciplinary team that began research and development of a Children's Advocacy Center (CAC) and in 1996 our CAC was opened. In 2018, we merged with Alamance for Freedom and expanded our services to human trafficking victims. Today we serve victims of sexual violence, exploitation, and child maltreatment.

CrossRoads started from an outcry in the community and we have continued to operate in such a manner. When individuals need services to find healing, CrossRoads willingly accepts the challenge to create and sustain new and necessary programs. Our greatest priority is our clients and the assurance that they are receiving the highest caliber service.

Mission Statement - CrossRoads promotes hope, healing, and empowerment to survivors of sexual violence, exploitation, and maltreatment through holistic care, community outreach, and advocacy.

To find out more about our organization, you can visit: www.crossroadscares.org

Primary Function

Provide support for programs that serve survivors of sexual violence, exploitation, and maltreatment that promote hope and healing for clients. Work with the community engagement coordinator to develop training and outreach activities for the community.

Responsibilities

- Assist with creating content for training and outreach materials
- Participate in outreach and awareness events
- Update internal documents used to inform clients of how systems operate
- Assist with documentation for forensic interviews
- Attend multi-disciplinary meetings and community collaboration meetings • scan and upload file information into digital format
- Answer office phones
- Greet clients as they enter the building and connect them to the correct staff person
- Organize donations

Work Environment and Physical Demands: Position spends most of the hours inside. Ability to work outdoors for minimal periods of time in heat required, as well as ability to lift 15lbs occasionally.

Required Skills:

- Written and verbal communication skills
- Ability to work well with a team
- Willingness to learn
- Problem solving Skills

Preferred Major: Human Service Studies but all majors may apply.

Skills Gained/Enhanced

- Communication skills
- Career & Self-Development
- Teamwork

Typical Work Schedule

Monday- Friday 9:00 AM – 3:00 PM. Some nights during event time, but ample notice and planning will be given.