

From Darkness to Light...Domestic Violence Stops Here!

Internship Job Description

Hours: 10-15 a week (flexible)

Salary: Unpaid



Witney's Lights Inc.

P.O. Box 1609

Dover, DE 19903

(302) 363-4139

Overview:

Witney's Lights is a 501(c)3 nonprofit organization committed to ending domestic violence through education, awareness, prevention, advocacy and a commitment to advancing the initiatives laid out in the landmark Violence Against Women Act of 1994.

Witney's Lights provides its Interns with real-world leadership training, as well as a unique opportunity to learn about the inner workings of a nonprofit organization. Interns must be self-starters, have excellent verbal and written communication skills, and excel in cultural sensitivity and respect for differences. Interns must be proficient in Microsoft Office, college juniors and seniors are preferred.

Intern duties include:

- Secure speaking engagements with local and national organization
- Staff tables at community events and speak on domestic violence issues to a variety of audiences
- Assist with planning the Annual Domestic Violence Awareness 5K Walk/Run
- Help plan and coordinate a variety of fundraising events
- Identify and contact potential donors
- Maintain a donor database
- Research grant opportunities
- Assist with grant writing
- Assist with volunteer recruitment and supervision
- Web research
- Administrative support

Interns will be exposed to:

- Marketing
- Event Planning
- Budget Management
- Grant Writing
- Advertising
- Public Relations
- Fundraising

Preferred Majors:

- Sociology
- Social Work
- Psychology
- Marketing
- Public Relations
- Criminal Justice
- Business Administration

To apply, please send a cover letter and resume to Kevin Lucas at Kevin@witneyslights.com



Witney's Lights Internship Application

First name: _____ Last name: _____ M.I.: _____

Home address: _____

City, State & Zip: _____

Cell phone: _____ Home phone: _____

School address: _____

City, State & Zip: _____

E-mail address: _____

Education (circle last year completed) College 1 2 3 4 Where? _____

Graduate 1 2 3 4 Where? _____

Major: _____ Expected graduation date: _____

Total hours per week available: _____

Days available (circle) M T W Th F Sa Su Days not available (circle) M T W Th F Sa Su

Preferred hours: _____

List any completed courses relevant to the internship at Witney's Lights; _____

List any paid or unpaid work experiences as it relates to an internship at Witney's Lights: _____

Other knowledge, special skills, training, volunteerism, interests or hobbies: _____

Where did you hear about the Witney's Lights Internship Program? _____

Applicant Signature: _____ Date: _____

To apply, send a completed application, cover letter and resume to:

Witney's Lights, Inc.
P.O. Box 1609
Dover, DE 19903
Att: Kevin Lucas

Completion of the following information is voluntary. To comply with EEO/AA regulations and obligations, Witney's Lights, Inc. is requesting this information for record keeping and reporting purposes only. This information is confidential and will not be used in any decisions regarding selection of interns. Please complete this section. It will be detached and kept separate and confidential.

Application Date; _____

Sex; Male Female

Ethnic category: (check only one)

- White
- Black
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native
- Middle Eastern decent
- Other