

C.A.S.T. Anti-Trafficking Event Intern

Our mission at Citizens Against Sex Trafficking (C.A.S.T.) is to empower our community to end sexual exploitation. We do this through prevention in the forms of education, awareness, and collaboration. Since 2017, C.A.S.T. has taught youth, educators, and community members how to identify and prevent sexual exploitation. C.A.S.T. partners with the MN Human Trafficking Task Force, East Metro Sex Trafficking Task Force, law enforcement, local businesses, and nonprofits to help our community understand the realities of exploitation taking place in our neighborhoods and to learn how to end trafficking before it begins. As an Anti-Trafficking Event Intern, you will learn the dynamics of working within a non-profit organization and will play a crucial role in our Anti-Trafficking Program.

DUTIES AND RESPONSIBILITIES:

The Anti-Trafficking Event Intern is responsible for the continuation and enhancement of C.A.S.T.'s Anti-Trafficking Program through the following:

- Awareness Events
 - Help plan, organize, and execute C.A.S.T. events (i.e., Community Awareness Nights)
 - Participate in regular programming on a monthly basis
 - Organize and lead volunteers in executing C.A.S.T. events
 - Completing post-event tasks
- Communication
 - Connect with partnering organizations, businesses, and groups on behalf of C.A.S.T. when necessary for various event needs
 - Communicate with volunteers, donors, and supporters on behalf of C.A.S.T. (i.e., newsletter distribution, thank you cards, event reminders, etc.)
 - Promote upcoming C.A.S.T. events
 - Creating communication materials for events
- Organization
 - Office Management as needed: organize and file documents, keep office clean
 - Schedule and follow-up on appointments for events
 - Sort and prioritize donations for the Material Donation Drive Partnership Program
 - Organize and manage media content (i.e., photos, videos, and other forms of multimedia)
 - Any additional tasks as needed
- Research
 - Assist C.A.S.T. in program development by researching best practices and community resources
 - Research relevant topics pertaining to C.A.S.T.'s mission as directed by staff

REQUIREMENTS/SKILLS:

- A strong interest in the nonprofit field
- Self-directed and highly organized with timely follow-ups
- Strong verbal and written communication skills
- Highly proficient in Microsoft Office
- Strong computer literacy
- Willingness to learn
- Desire to work proactively
- Willingness to work with a program in transition/development
- Flexible and adaptable

ADDITIONAL INFORMATION:

- Hours are flexible based on the intern's needs
- Potential opportunity for high school or college credit
- Unpaid
- Partially remote; intern must be available to attend events in person
- This internship is best suited for individuals who wish to understand the inner workings of a developing nonprofit and who are passionate about preventing human trafficking and exploitation

Citizens Against Sex Trafficking

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