



Internship Description

Program Objectives

- Assist in the daily operations of a non-profit
- Apply classroom knowledge and theory to further the mission and reach of Allies
- Become aware of and participate in the Indianapolis anti-trafficking network
- Increase understanding of human trafficking locally, nationally, and globally
- Discern what role you may be called to within the anti-trafficking movement
- Work collaboratively with other interns in order to successfully reach shared goals
- Instill confidence and leadership skills through organizational assistance & independent projects



Program Commitments

- 5-15 hours of weekly work determined by internship coordinator at time of hire, including Mondays in-office
- Professionalism (time-management, self-motivation, communication, passion and creativity, and critical thinking)
- Participation in readings and related discussion that engage different aspects of the anti-trafficking efforts
- Adhering to all Allies policies and core values
- Transportation to and from the office and related Allies events, meetings, and activities
- Weekly meeting with internship supervisor

Individual Program Expectations and Activities:

Development & Marketing Intern

The Development & Marketing Intern will assist the Fundraising Team in donor development, grant writing, fundraising events, and general marketing.

- Collaborate with other staff and volunteers to plan various community fundraising events
- Attend events where Allies has a booth or table
- Research new grants, draft and complete possible grants, as well as contact foundations during the writing process in order to obtain more information about their grant
- Further their knowledge of donor retention strategy through research, webinars, seminars, etc.
- Assist fundraising staff in administrative tasks as needed
- Assist in increasing brand recognition and marketing of Allies, a growing nonprofit
- Collaborate with staff to create social media campaigns, posts, and graphics



Program Support Intern

The Program Support Intern will be working with the Allies Mentorship and Thrive teams to support the Program Staff.

- Assist Program Coordinators with projects directly related to program participants
- Assist in planning of Thrive gatherings
- Further knowledge of program support strategy through research, seminars, webinars, etc.
- Assist with record-keeping activities
- Support Program Staff with administrative tasks, as needed
- Collaborate with staff in research for future program growth

**Must be willing to go through background check process*

Individual Program Expectations and Activities:

Community Engagement Intern

The Community Engagement Intern will work closely with the Fundraising staff in networking and raising awareness in the community.

- Plan and organize events within the community to advertise the organization, reach new donors, and gain new volunteers
- Research and develop new potential community relationships
- Assist with and help coordinate existing Allies events
- Build contact lists for local and national media that can be contacted for Allies organization news, updates, and mission advancement
- Outreach to community partners to build relationships and position Allies as the go-to resource for human trafficking information and services in Indianapolis
- Work closely with other team leaders and members of the Development committee to support cohesive messaging and marketing efforts throughout the year
- Monitor global, national and local news for human trafficking related stories, stats and/or information
- Assist in the utilization of The Everyday Advocate podcast as a resource for the community to increase knowledge

