



Position: Advocacy Program Intern

Description: Voices for Children seeks an intern to assist with day to day activities for the Advocacy Program. This position provides an excellent opportunity to gain hands-on experience in various aspects of volunteer program management, direct services to abused and neglected children, case management and court observation while working for a well known community based nonprofit.

Responsibilities:

- Complete required forms and request: medical, dental, educational and therapeutic records.
- Monthly Case Review Scheduling
- Downloading/Uploading of Court Documents into Optima and Google Drive
- Shadow Supervisors in Court and take notes
- Distribute Hearing Reminders
- Review Health Passport as needed
- Monthly Case Review Prep
- Case dive/audits
- Other general administrative tasks as needed

Qualifications:

- Able to work remotely
- Have strong administrative and organizational skills
- Ability to work with sensitive information
- Mature and responsible
- Be an effective communicator, both written and oral
- Ability to prioritize, multitask and meet deadlines
- Have excellent computer skills with an aptitude to learn new computer programs with ease.
- Ability to get things done, remain motivated and be successful with minimal supervision.

Compensation: This is an unpaid volunteer internship.

Hours: 10-15 hours a week. Work schedule is flexible between 8:30 AM - 4:30 PM Monday-Friday.

To Apply: Please send application and resume to mpineda@vfcbrasos.org