



## Outreach and Education Intern

*Supervised By:* Community and Professional Training Manager  
*Date:* June 2025 or September 2025  
*Classification:* Unpaid

### THE ORGANIZATION:

Between Friends envisions a community without domestic violence (DV) where equality, safety, and justice exist for all. Between Friends provides a safe, violence-free, supportive, self-help environment for individuals and families in crisis. Between Friends' counselors empower individuals to make their own decisions and choices, rather than making choices for them. Between Friends helps survivors and children to recognize that their experience is shared and that the problem of domestic violence is social and political. To learn about its programs go to [www.betweenfriendschicago.org](http://www.betweenfriendschicago.org).

### BETWEEN FRIENDS PREVENTION AND EDUCATION PROGRAMS:

#### Community Education Programs for Adult Audiences:

- ✚ *Healthcare Education Project* - This program is leading the way on Chicago's far north side, preparing the healthcare field - including general health, adolescent health and behavioral health providers - to safely and critically respond to the needs of domestic violence survivors. We partner with hospitals and healthcare providers to equip nurses, physicians, clinicians and other healthcare professionals with the tools and support they need to respond to the holistic needs of survivors. This is accomplished through training and community engagement with our healthcare partners.
- ✚ *Professional Training Program* - Between Friends is an ICDVP (Illinois Certified Domestic Violence Professionals) approved site for in-person, virtual, and hybrid 40-hour domestic violence training, as well as CEU (Continuing Education Unit) training for ICDVP professionals. The *Professional Training Program* offers education throughout the year for DV professionals, new staff, interns and volunteers - not only within the agency but also to other organizations and community partners. Our workshops cover a wide range of ICDVP approved topics such as: trauma informed care; neurobiology of trauma; cultural humility; and anti-oppression. Between Friends is also approved by the *Illinois Department of Financial and Professional Regulation (IDFPR)* to provide domestic violence training to salon professionals. In addition, the *Professional Training Program* works with professionals from diverse fields – including first responders and legal system officials, educators, those in business and government - to raise awareness, provide skills and tools, and build a strong constituency for ending the cycle of domestic violence.
- ✚ *Community Outreach and Education Program* – This program connects community organizations, youth coalitions, mutual aid societies, elected officials, parents, clergy and

community members to services and training opportunities that raise awareness about domestic violence as a social and political issue. We conduct outreach to inform and educate the community about the persistence and severity of domestic violence through facilitation of training and community awareness events, as well as participation in community driven initiatives and partnerships.

### **Community Education Programs for Youth Audiences:**

🌈 *REACH Program* - We believe it's important to talk to young people at an early age about what makes a healthy relationship and what are the signs of harm or abuse. We put these principles into practice through our program *Relationship Education: A Choice for Hope (REACH)*, one of the largest and most comprehensive teen dating violence prevention programs in Illinois. Since 1995, *REACH* has served tens of thousands of young people. In Chicago Public Schools classrooms, and wherever we are invited to talk, *REACH* engages 6th through 12th grade youth to examine issues including empathy, consent, boundaries, and conflict resolution in all kinds of relationships, as well as how to make positive differences in their communities. Between Friends educators also make sure teens know how to access information and services.

### **POSITION SUMMARY:**

The *Outreach and Education Intern* will report to the *Community and Professional Training Manager* and will be responsible for covering outreach events, committee meetings, and small educational workshops for adult audiences. This position will also provide support to the *Healthcare Education and Professional Training Programs* by preparing materials, providing logistical supports, and co-facilitating training for healthcare providers, social service providers, teachers, and other professionals through in-service workshops and also the 40-Hour Domestic Violence Training.

This includes:

- Planning and attending community education and awareness events, such as purple ribbon tying events in October, Light Up the Lakefront, resource tables, back to school fairs, and health fairs.
- Attending committee meetings to represent Between Friends and keeping colleagues updated regarding the activities of various committees within professional and community settings.
- Researching current domestic violence trends, publications, and materials to include in the 40-hour domestic violence training manual.
- Participating in agency events as needed.
- Cultivating meaningful relationships with different stake holders. This includes maintaining existing partnerships and collaborations as well as initiation and development of new connections with potential partners.
- Developing and distributing educational materials to community partners - intended to raise awareness about domestic violence and provide information about a survivor's rights and the resources available to them.

- Providing logistical support to the *Community and Professional Training Manager* to plan professional in-services and parent engagement within CPS schools. Provide co-facilitation support depending on comfort level.
- Assisting the *Community and Professional Training Manager*, to plan and facilitate 40-hour domestic violence training for Between Friends staff/interns and other DV professionals. 40-hour related tasks could include, but are not limited to:
  - Creating a training schedule.
  - Working with community partners to identify an available training room to accommodate 20 hours of the training.
  - Setting up zoom links and event registration pages.
  - Contacting and scheduling professional speakers for various topic areas.
  - Preparing and processing participant information and payment.
  - Developing and implementing an evaluation process for speakers and participants.
  - Developing and organizing training materials.
- Maintaining records and reporting relevant statistical information on all violence prevention and education activities.
- Protecting the agency's organizational values by keeping information confidential.

## **QUALIFICATIONS:**

Between Friends will provide free Illinois Certified Domestic Violence Professionals Approved 40-Hour Domestic Violence Training to Outreach and Education Intern immediately upon placement. This 40-Hour Training usually costs \$255 and is a sought-after professional development opportunity and the first step to becoming an Illinois Certified Domestic Violence Professional.

### *Experience*

- Teaching or public speaking experience is helpful.
- Program development experience is helpful.
- Experience with domestic violence survivors is preferred.
- Experience gathering and analyzing data to support education initiatives.

### *Skills*

- Possessing skills related to coordination, implementation, and evaluation of programs.
- Fluency in Spanish and English is helpful.
- Technology experience with word processing, publication design, spreadsheet use, and virtual meeting platforms.
- Marketing training opportunities within various industries and to new audiences.

## **WORK ENVIRONMENT:**

- This position requires frequent travel around the city to different CPS locations and community venues – therefore, access to some form of reliable transportation is required. Access to a car is preferred.

- The main office location for this position is in an environment that is not fully accessible: it is a 3-floor building with stairs available to move between floors and a ramp at one of the building entrances. While performing the duties of this job, an employee is required to talk and hear.
- This position is a part-time opportunity, equaling approximately 20 hours a week. Evening and weekend work is occasionally required.
- This workplace is a smoke-free and drug-free environment.
- Between Friends is an Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.
- To apply for this opportunity please send a Resume and Cover Letter to Susan Pieters at [susanp@betweenfriendschicago.org](mailto:susanp@betweenfriendschicago.org).