



Internship Description

Program Objectives

- Assist in the daily operations of a non-profit
- Apply classroom knowledge and theory to further Allies' mission
- 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 different departments in order to successfully reach shared goals
- Instill confidence and leadership skills through event assistance & independent projects



Program Commitments

- 5-15 hours of weekly work determined by internship coordinator at time of hire
- 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 Intern

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

- Will collaborate with other staff and volunteers to plan various community fundraising events
- Will attend events where Allies has a booth or table
- Will be required to 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.
- Will further their knowledge of donor retention strategy through research, webinars, seminars, etc.
- Will assist fundraising staff in administrative tasks as needed.



Program Support Intern

The Program Support Intern will be working very closely with the Allies Mentorship and Thrive Programs, supporting the program staff.

- Will assist Program Coordinators with projects directly related to program participants.
- Expected to further knowledge of program support strategy through research, seminars, webinars, etc.
- Will keep and maintain a database of community programs and other anti-trafficking organizations.
- Must be willing to go through background check process
- Will be expected to attend Allies monthly gatherings on Saturdays
- Will support Program Staff with administrative tasks as needed.

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.

- Responsible for planning and organizing events within the community to advertise the organization, reach new donors, and gain new volunteers.
- Expected to 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 and 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
- Monitoring global, national and local news for human trafficking related stories, stats and/or information

