



## Trust Women Internships

Trust Women is a dynamic, emerging non-profit that focuses on facilitating reproductive freedom presently in the Midwest and the South. Founded by Julie Burkhart, in memory of her former boss and mentor, the late Dr. George Tiller, Trust Women seeks to honor his life's work by bringing direct services to the middle of the country, as well as addressing issues of access with a reproductive justice perspective through opening clinics and engaging in community outreach, as well as political advocacy.

We are seeking motivated, take-charge interns who aren't afraid to take the reins and make their own path. To become a Trust Women intern, applicants must be hard-working and dedicated, with a passion for reproductive justice and an openness to learning. In turn, interns will be provided with the opportunity to make a lasting impact on an organization that is making historical gains in an area of the country in need of innovative and adventurous activism. (We also provide class credit.)

### Virtual & In-House Internships

Because we focus on advocacy in the middle of the country, we understand more than anyone the importance of remote organizing, which is why we offer a virtual internship option. Virtual interns are required to work a minimum of 10 hours a week in addition to participating in weekly intern Google Hangouts. During their 10 hours, interns must make themselves available to their supervisor and do regular check-ins. We try to structure our virtual internships in such a way that our interns are able to have a fulfilling and educational experience, with the flexibility of working from miles away.

Trust Women also offers in-house internships for interns local to the Wichita, Kansas and Oklahoma City, OK metro areas. We also offer to interns from outside the area who are able to relocate for the summer home stays with local supporters in Wichita. Local interns must work a minimum of 10 hours. Interns with home stay arrangements will be expected to work a minimum of 20 hours.

### *Legislative Internship (Oklahoma, Kansas and Nationally)*

#### **Duties:**

- Attend important legislative votes and hearings as schedule permits
- Update list of legislators and position on choice
- Track choice related legislation on the federal and state level
- Assist Trust Women lobbyist as necessary
- Assist with crafting Trust Women testimony to be presented at Committee hearings
- Assist Communications Team with legislative updates for weekly blogs/emails
- Maintain legislative scorecard through tracking of legislation
- Participate in coalition calls and meetings



- It is preferable that the Oklahoma and Kansas interns attend session in their state, i.e. interns should live close enough to travel to the state capitol.

### **Requirements:**

- Knowledge of and experience with relevant state government, particularly the legislative process
- Ability to read and summarize bills
- Be able to attend important votes and hearing as much as possible
- Preference will be given to candidates with political science or legal education or training
- Strong written and spoken communication skills
- Self-motivated and directed
- Able to work on multiple projects at a time
- Ability to meet deadlines and new challenges as they arise
- Knowledge of Microsoft Office Suite products
- Ability to navigate state legislative websites

### ***Communications and Development Internship***

As a Trust Women intern, you will be asked to take on a variety of tasks and your internship will not limit you to working with one department of the organizations. Please find below possible requirements and duties for the internship.

#### **Duties:**

- Update Twitter & Facebook several times a day with relevant content
- Update & generate content on website(s), including but not limited to blogging, static content and press updates
- Assist Communications Director in compiling quarterly reports on website and social media performance
- Generate content for monthly electronic newsletters, in addition to other updates for supporters
- Assist Communications Director in development of best practices handbook and audience research
- Assist with proven fundraising strategies, both direct mail, online and non-traditional strategies.
- Assist with research in to strategies to optimize donor engagement and fundraising.
- Create engaging online marketing campaigns to large audiences.
- Assist with coordination of events, researching vendors, preparing invitations, making follow-up calls and tracking RSVP's.
- Assist with fundraising database, including regular reports, data entry and donor.
- Craft fundraising letters and other correspondence with donors.
- Assist with recruiting volunteers.

#### **Requirements:**

- Exhibit working knowledge of Facebook and Twitter, in addition to other social media platforms. (This may mean providing Trust Women with your username and passwords



or making your profiles temporarily public during the interview process so that we can get a sense of how well you have mastered these mediums.)

- Excellent written communication skills.
- Fluency in Wordpress is preferred.
- Preference will be given to candidates with web development and/or graphic design knowledge and experience.
- Preference for familiarity with Blackbaud and Etapestry or other advocacy/fundraising databases.
- Ability to report on quantitative and qualitative goals
- Ability to work and research independently and report back on a variety of projects
- Commitment and passion for organizational development and the ongoing health and success of a Trust Women Foundation.

### **How to Apply:**

Please send the following items to [info@itrustwomen.org](mailto:info@itrustwomen.org):

- Cover letter
- Resume
- Three references, at minimum
- Writing sample

Please indicate both in your cover letter and the body of the email which position(s) you are interested in applying for, as well as when you are available to start.

Letters of recommendation are welcome, but not required.