For over 30 years, Doorways for Women and Families strives to end homelessness and family and intimate partner violence by offering safe shelter and housing, life changing support services and community advocacy. Doorways seeks an intern to play a key role in the service delivery to people involved with civil court proceedings as a result of domestic violence. This position requires a thoughtful, compassionate individual with abilities to listen and communicate effectively, take initiative, multi-task, manage time wisely, think outside of the box, and be a team player. The intern will report to the Court Advocacy Program Coordinator.

Doorways will provide a meaningful, learning experience in which the intern will:

- Gain valuable work experience in a friendly and fun atmosphere
- Be exposed to the challenges that face domestic violence survivors and homeless families
- Hone and demonstrate leadership abilities by working with the Arlington County Juvenile & Domestic Relations Court, Arlington County Victim Witness Program, and Doorways staff
- Develop strong crisis intervention and support skills
- Understand the importance, needs, and challenges of the nonprofit sector

Responsibilities:

- Successfully complete classroom and on-the-job volunteer training
- Provide support to women currently residing with Doorways during civil and criminal court proceedings
- Assist in completion of court paperwork, documents, and other forms as necessary
- Identify obstacles to women navigating the court system and work with Doorways staff to advocate for necessary changes
- Conduct trainings in the community, as needed
- Maintain statistical information and client files in a non-identifying and confidential manner
- Support Doorways staff as needed
- Other duties as assigned by the Court Advocacy Program Coordinator

Qualifications: Applicants must have an interest in as well as a basic understanding of domestic violence issues. Experience or course work in counseling and/or Women’s Studies is a plus, but not required. Basic understanding of Microsoft Office programs is necessary. Bilingual applicants (Spanish) preferred and ability to work during business hours is required.

Eligibility: Undergraduate and graduate students with the above experience are invited to apply

Stipend: Included with one semester commitment.

Length of commitment: Minimum length of commitment is one semester, two semesters preferred

Weekly hours: Minimum of 10-20 hours each week based on a Monday-Friday 8:30 – 4:30 schedule with the possibility of some nights and weekend hours as needed

Worksite: Doorways Safehouse and Arlington County Courthouse (all metro/bus accessible)

Please submit a cover letter and resume to Simone Schonenberger the Volunteer Coordinator via e-mail at Volunteer@DoorwaysVA.org or by fax to 703-522-4338 with Court Advocacy Program Intern as the subject. Applications will be accepted on a rolling basis. Contact Simone Schonenberger at 703-522-8858 with questions. For more information about Doorways visit our website at www.doorwaysva.org.