



Job Title: Resource Book Organization Intern

Type: Internship

Duration: Fall Semester and Spring Semester

Hours: 5-8 hours per week

Compensation: Stipend will be provided

About DVRP:

Since 1995, The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) has provided services to survivors of domestic violence in Washington DC, Maryland and Virginia. It is an organization that was founded by survivors and continues to be survivor-led and driven. Asian/Pacific Islander Domestic Violence Resource Project (A/PI DVRP) supports and mobilizes Asian/Pacific Islanders to build safer communities by responding to harm and striving to end gender and power-based violence.

Job Description:

DVRP is seeking a dedicated and organized intern to assist in the sorting, organizing, and updating of resources in the DMV area. The primary goal of this internship is to update a well-organized and up-to-date Resource Book that our team can utilize to access and update essential information for the DMV region.

Responsibilities:

- **Resource Organization:** Review and categorize various resources related to our services in the DMV region. These resources can include but are not limited to legal services, social support programs, shelters, healthcare facilities, and more.
- **Data Entry:** Accurately input information into a database, ensuring it is appropriately categorized, up-to-date, and easily accessible for our team.
- **State and County Separation:** Effectively separate resources by state and counties within the DMV area to provide easy access to specific geographic information.
- **Resource Verification:** Ensure the accuracy and relevancy of each resource, updating as necessary and verifying the contact details.
- **Collaboration:** Work closely with team members to coordinate efforts and align the organization of resources with the organization's and the community's needs.
- **Documentation:** Maintain clear documentation of the resources, updates made, and any issues or challenges encountered during the organization process.

Qualifications:



- Strong organizational skills with a keen attention to detail.
- Proficiency in using Microsoft Excel or similar database software.
- Self-motivated with the ability to work independently and manage time effectively.
- Excellent communication skills, both written and verbal.
- Ability to work in a team and collaborate effectively with colleagues.
- An understanding of the DMV area or a willingness to learn and research geographic information.
- Enthusiasm for DVRP's mission and a commitment to its goals.

Benefits:

- Valuable experience in organizing and managing essential resources.
- The opportunity to make a meaningful impact in the DMV community.
- Collaboration with a dedicated and passionate team.

How to Apply:

Interested candidates are invited to submit a resume and a brief cover letter explaining their interest in the Resource Book Organization Intern position. Please send your application to hr@dvrp.org.

DVRP is an equal-opportunity employer. We welcome and encourage diversity in the workplace.