

Volunteer Mentorship Program Intern Job Description

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. Our mission is to support and mobilize Asian/Pacific Islanders to build safer communities by responding to harm and striving to end gender and power-based violence.

Departments and Role Overview:

The Outreach & Training team at DVRP helps build more resilient communities that can mobilize and respond to violence through peer organizing, anti-violence and political education, and art + cultural healing workshops. We approach this work through the lens of transformative justice.

The Survivor Services Program (SSP) at DVRP provides holistic support to survivors of domestic violence, including case management, economic empowerment, and community-based healing programs. As part of this effort, DVRP is launching a Volunteer Mentorship Program, which pairs trained volunteers with survivors to reduce isolation and build meaningful, long-term connections. These mentors offer companionship, peer support, and skill-building opportunities.

The Volunteer Mentorship Intern will support the Outreach and SSP teams with planning, coordination, and implementation of this new and evolving program. This is a great opportunity for someone interested in volunteer management, program development, and survivor-centered care.

The ideal candidate is organized, community-oriented, and committed to building community-based alternatives to violence. We are looking for interns who can give a minimum commitment of 10–12 hours per week from June through the end of August.

Responsibilities:

- Assist with the creation of volunteer and client profiles
- Support planning and facilitation of volunteer and client info sessions
- Help organize and document feedback
- Assist with planning and logistics for two summer volunteer trainings

- Support coordination and communication between DVRP staff and volunteers (LotusLink and Wisdom Circle)
- Maintain up-to-date records and documentation for program activities
- Contribute to the development of outreach and onboarding materials
- Participate in internal team meetings and offer creative input on program growth
- Support in planning and facilitating group activities for matched volunteers and clients (e.g., resume cafés, skill shares)

Requirements:

- Strong organizational and interpersonal communication skills
- Comfort speaking with volunteers and community members one-on-one
- Interest in building survivor-centered, community-based programs
- Ability to manage multiple tasks and timelines
- Attention to detail and a collaborative working style
- Comfort with Google Drive, Zoom, and basic project management tools
- Commitment to DVRP's mission to end gender and power-based violence in A/PI communities

Compensation:

Each intern will receive a \$750 honorarium for their time. This is a hybrid position based in Washington, DC.

How to Apply:

Please send an email with your resume, cover letter, and two references to hr@dvrp.org with the subject line "Volunteer Mentorship Intern" by **Sunday, April 27th, 2024**. We will be responding to applications on a rolling basis and will not respond to phone inquiries. Incomplete applications will not be reviewed.

DVRP is committed to equal opportunity in employment and, in accordance with the District of Columbia Human Rights Act of 1977, as amended, does not discriminate on the basis of "race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business."