



**CENTER FOR RELATIONSHIP ABUSE AWARENESS**

COMMUNITY EDUCATION & TRAINING

In Collaboration with  
The Stanford Partnership to End Violence Against Women

# Volunteer Application Packet

Become involved with a start-up non-profit dedicated to providing education and training to the Stanford community and Santa Clara County!

Contact Nicole Baran (class of '00) at 650-736-2276  
or email [volunteers@stoprelationshipabuse.org](mailto:volunteers@stoprelationshipabuse.org) for more information.

To apply online, go to [www.stoprelationshipabuse.org](http://www.stoprelationshipabuse.org).

## Who We Are

The Center for Relationship Abuse Awareness was started in response to the need for community education and training in Santa Clara County and Stanford University. Our services represent a new way of approaching domestic violence by prioritizing prevention and awareness through specialized training. Creating an effective community response that involves the systems that battered women and children face everyday is imperative to long lasting change. By educating professionals, friends, family members and co-workers of survivors, we are inviting the whole community to join the effort to stop violence against women.

## Mission

The mission of the Center for Relationship Abuse Awareness is to provide education and training so that communities and institutions respond effectively to women experiencing relationship abuse.

## Our Services

Our community education program educates and trains the community through workshops, printed materials, and presentations. We provide workshops to students in order to 1) increase awareness about and prevent relationship abuse and 2) provide them with strategies to take action in their communities. We train professionals such as university staff, law enforcement, health care providers, counselors, business managers and court personnel to effectively respond to domestic violence survivors and their children. Collaborating with and educating these professionals so that they can participate in the solution to end domestic violence creates long-lasting systemic change.

The Center for Relationship Abuse Awareness has recently joined with the Stanford Community Partnership to End Violence Against Women.

## Student Volunteer/ Internship Opportunities

The program will provide students with the opportunity for professional experience in non-profit development and the domestic violence field.

All positions can be combined to create an internship opportunity. The following volunteer positions are currently open:

### GENERAL POSITIONS

#### ❖ Intern

Student-developed position; duties and responsibilities to be determined. One example:

- Create volunteer job descriptions: write a document for the webpage that outlines clearly the positions/tasks available and skills needed for interested volunteers.
- Facilitating/organizing volunteer training: work with small groups of incoming volunteers to explain the basics of how the organization works and what the expectations will be regarding their positions.
- Curriculum research/development: create an up-to-date collection of recent research regarding domestic violence and women's mental health issues. File in a useful, systematic way that will allow for future use as material for new curricula.
- Material/brochure development: Condense relevant material into readable, appealing brochures aimed to interest and educate specific target groups, such as teens.
- Peer training: Begin with logistical/organizational assistance during training/educational sessions, gradually move into co-led sessions, with eventual ability to run training and educational workshops on Stanford Campus.
- Development of resource materials for website: develop a set of accessible documents relevant to each key profession—health, law, education, students, etc.

#### ❖ Volunteer Coordinator

Duties and Responsibilities

- Manage comprehensive volunteer program
- Recruit volunteers; promote diversity among participants
- Plan and deliver volunteer training to new volunteers
- Design and evaluate volunteer programs
- Oversee progress of volunteer projects and individual volunteers
- Develop and implement community outreach strategy

- Delegate responsibilities to other trained volunteers as appropriate
- Manage volunteer correspondence

### ❖ **Project Specific Positions**

- The Center for Relationship Abuse Awareness is looking for a volunteer to produce a dating violence awareness brochure to provide to Stanford students. The volunteer would assist with the design, content and production of the brochure and would be the primary contact between the Center and Stanford.

## HEALTH PROGRAM

### ❖ **Health Researcher/Specialist**

#### Duties and Responsibilities

- Research current domestic violence issues as they relate to the medical field; work independently or within a committee
- Gather materials for curriculum development to be used with health professionals
- Coordinate with group members and Medical School/Hospital Liaison for regular meetings/updates if appropriate
- Make available any findings in both professional and publicly accessible formats

### ❖ **Stanford Medical School Needs Assessment Coordinator**

#### Duties and Responsibilities

- Conduct a needs assessment to determine how the medical school currently responds to domestic violence (i.e. protocols, materials, courses available, etc)
- Research domestic violence-related curriculum in use at Stanford Medical School.
- Compile the various curricula in use nationwide
- Compile list of resources, contact info, etc.
- Make suggestions for academic and social domestic violence-related needs at Stanford University

## ❖ Bay Area Needs Assessment Coordinator--Healthcare

### Duties and Responsibilities

- Research domestic violence-related curriculum in use at medical schools and professional programs in the Bay Area
- Conduct a needs assessment to determine how medical schools in the area currently respond to domestic violence (i.e. protocols, materials, courses available, etc)
- Gather and compile various curricula/best practices
- Make contacts in various schools to determine if models can be replicated
- Make suggestions for curriculum, training, and resource needs for the healthcare community in the Bay Area

## ❖ Medical School/Hospital Liaison

### Duties and Responsibilities

- Recruit volunteers
- Create/develop health-related volunteer opportunities
- Coordinate volunteer training for students from the medical community
- Handle correspondence with volunteers from the medical community
- Create committees with specialized focus areas
- Delegate responsibilities to volunteers as appropriate

## LEGAL PROGRAM

## ❖ Law School Liaison

### Duties and Responsibilities

- Recruit volunteers
- Create/develop legal-related volunteer opportunities
- Coordinate volunteer training for students from the law school/legal community
- Handle correspondence with volunteers from Stanford Law School/legal community
- Create committees with focus on domestic violence issues and the law
- Delegate leadership/responsibilities to volunteers as appropriate

### ❖ **Law School Researcher**

#### Duties and Responsibilities

- Research current domestic violence issues as they relate to the law; work independently or within a committee
- Gather materials for curriculum development to be used with legal professionals
- Coordinate with group members and Law School Liaison for regular meetings/updates if appropriate
- Make available any findings in both professional and publicly accessible formats

### ❖ **Pro Bono Program Liaison**

#### Duties and Responsibilities

- Coordinate trainings on domestic violence for law students working with the Stanford Law School Pro Bono Program
- Handle correspondence with Stanford Law School's Pro Bono Program

## **BUSINESS PROGRAM**

### ❖ **Accountant/Bookkeeper**

#### Duties and Responsibilities

- Updating and managing finances in Quickbooks
- Maintain a comprehensive cash flow forecast spreadsheet
- Data entry into accounting system
- Organize and manage files
- Prepare/record accounts payable and pay bills
- Prepare/record accounts receivable and cash receipts
- Make sure we comply with all federal and state accounting requirements
- Enter cash donations into accounting system and donor database

### ❖ **Board Liaison**

#### Duties and Responsibilities

- Correspond with board members about the activities/progress of the organization

- Attend monthly Board of Directors meetings, take minutes, and provide support when needed
- Report to Board and staff on effectiveness of development strategies and work with the Board's business and development committee as necessary
- Provide training to Board and staff as relevant
- Set agendas

### ❖ **Business School Liaison**

#### Duties and Responsibilities

- Recruit volunteers
- Create/develop volunteer opportunities relevant to business school students
- Coordinate volunteer training for the business school/business community
- Handle correspondence with volunteers from Stanford Business School/Business community
- Create committees with focus on domestic violence issues and the workplace
- Delegate leadership/responsibilities to volunteers as appropriate

### ❖ **Stanford Business School Symposium Coordinator**

#### Duties and Responsibilities

- Collaborate with Stanford Business school to host a symposium on domestic violence in the workplace for the local business community
- Identify location for conference
- Register and support staff for conference
- Recruit local sponsors
- Identify local speakers from business community
- Recruit volunteers from the Stanford Business school
- Assist in development of promotional materials/advertising (invitations, flyers, programs)
- Distribute invitations, flyers, etc. to potential attendees via mail and email
- Compile information for conference packets or educational materials as needed
- Solicit feedback from participants and conduct evaluation of event

### ❖ **Business School Researcher/Specialist**

#### Duties and Responsibilities

- Research current domestic violence issues as they relate to the workplace; work independently or within a committee

- Gather materials for curriculum development to be used with business professionals
- Coordinate with group members and other Business School associates for regular meetings/updates if appropriate
- Make available any findings in both professional and publicly accessible formats

#### ❖ **Business School Outreach Coordinator**

##### Duties and Responsibilities

- Develop curriculum surrounding domestic violence in the workplace and how co-workers should respond
- Coordinate with group members and Business School Researcher for regular meetings/updates if appropriate
- Translate research into presentable material to be given during professional workshops and presentations
- Deliver presentations during outreach programs to members of the Business School community
- Assist in development of promotional materials/advertising (invitations, flyers, programs)
- Distribute invitations, flyers, etc. to potential attendees via mail and email
- Compile information for workshop packets or educational materials as needed
- Solicit feedback from participants and conduct evaluation of event
- Make available any findings in both professional and publicly accessible formats

## **INTERNATIONAL STUDENT PROGRAM**

#### ❖ **International Student Liaison**

##### Duties and Responsibilities

- Recruit international students as volunteers to work on relationship abuse issues in the Stanford community
- Create/develop international student volunteer opportunities
- Coordinate volunteer training for students from the international student community
- Handle correspondence with volunteers
- Create committees as necessary (i.e. translation committee)

#### ❖ **Translation Committee Members**

##### Duties and Responsibilities

- Attend a training on relationship abuse
- Translate safety brochures into other languages

- Compile and organize domestic violence materials in other languages
- Distribute materials within the Stanford community
- Attend monthly committee meetings

#### ❖ **Translation Committee Coordinators**

##### Duties and Responsibilities

- Conduct training for committee members
- Find and screen translators
- Lead monthly meetings
- As necessary, aid with translation of materials

## **CURRICULUM DEVELOPMENT**

#### ❖ **Curriculum Development**

- Curriculum Development Coordinator position can be combined with 1 or more of the following positions

#### ❖ **Design and Layout Intern**

##### Duties and Responsibilities

- Transform curriculum from paper format into visually clear and engaging power point lectures
- Create typed curriculum manual from power point slide base
- Perform other layout/design tasks as needed for informational pamphlets, etc.

#### ❖ **Curriculum Research Intern**

##### Duties and Responsibilities

- Create a bibliographic database of literature available through other D.V. awareness and prevention organizations
- Conduct an up-to-date literature review in prominent research journals, etc.
- Collect and file relevant documents by theme and date

## FUNDRAISING AND ADMINISTRATION

### ❖ **Grant Writer**

#### Duties and Responsibilities

- Write compelling grant proposals for prospective funders.
- Provide budgets, timelines, and supporting materials for proposals.
- Develop strong relationships with donor contacts.
- Assist the fundraising effort with other responsibilities as needed. These may include writing letters, making solicitation presentations, and organizing information and materials.

### ❖ **Grant Researcher**

#### Duties and Responsibilities

- Conduct research to identify prospective donors and grant opportunities.
- Create profiles and background briefing documents on prospective and current donors.
- Download applications; fill in general info, etc.
- Create a database with grant opportunities, requirements, and contact information

### ❖ **Fundraising Event Coordinator**

#### Duties and Responsibilities

- Develop fundraising initiatives
- Assist with logistics of fundraising events
- Create and maintain database of attendees and contact information
- Assist in development of promotional materials/advertising (invitations, flyers, programs)
- Distribute invitations, flyers, etc. to potential attendees via mail and email.
- Compile promotional material info packets or educational materials as needed
- Conduct qualitative and quantitative evaluation of event

### ❖ **Conference/Event Coordinator**

#### Duties and Responsibilities

- Assist with logistics of informational/networking events
- Create and maintain database of attendees and contact information
- Assist in development of promotional materials/advertising (invitations, flyers, programs)
- Distribute invitations, flyers, etc. to potential attendees via mail and email.
- Compile information for conference packets or educational materials as needed

- Solicit feedback from participants and conduct evaluation of event

### ❖ **Donor Development Assistant**

#### Duties and Responsibilities

- Write and process acknowledgement letters to donors
- Enter new and existing donor information into database
- Enter donations into accounting system (QuickBooks)
- Process credit card donations
- Donor mail support
- Proactively solicit new donors

### ❖ **Administrative Assistant**

#### Duties and Responsibilities

- Administrative support for Executive Director
- Errands such as post office, office supplies, etc.
- Office Management – phone system, filing, inventory
- Coordinating event logistics
- Order fulfillment—training materials, etc.
- Volunteer interface—preparing materials for volunteer projects

## Application

Please type or print clearly and e-mail completed applications to [volunteers@stoprelationshipabuse.org](mailto:volunteers@stoprelationshipabuse.org). Thank you for your interest in the Center for Relationship Abuse Awareness!

### I. *Contact Information*

Name:

Campus Address:

Phone:

Email Address:

### II. *Position Interest*

Please select any position(s) for which you would like to be considered:

#### General

- Intern
- Volunteer Coordinator

#### Health

- Health Researcher/Specialist
- Stanford Medical School Needs Assessment Coordinator
- Bay Area Needs Assessment Coordinator--Healthcare
- Medical School/Hospital Liaison

#### Legal

- Law School Liaison
- Law School Researcher
- Pro Bono Program Liaison

#### Business

- Accountant/Bookkeeper
- Board Liaison
- Business School Liaison
- Stanford Business School Symposium Coordinator
- Business School Researcher/Specialist
- Business School Outreach Coordinator

#### International Student Program

- International Student Liaison
- Translation Committee Member

- Translation Committee Coordinator
- Curriculum Development
- Curriculum Development
  - Design and Layout Intern
  - Curriculum Research Intern
- Fundraising and Administration
- Grant Writer
  - Grant Researcher
  - Fundraising Event Coordinator
  - Conference/Event Coordinator
  - Donor Development Assistant
  - Administrative Assistant

III. *Personal Information*

Area of study:

Any quarters you will not be at Stanford in the coming year:

Other major activities/jobs with which you will be involved:

IV. *Narrative*

Please briefly discuss the following:

- Why you are interested in this internship;
- Prior work/research/experience in the domestic violence field, if applicable;
- Please attach your resume and/or cv.

V. *Times available to volunteer – please specify days and times*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday