PROFESSIONAL EDUCATION INTERN
Position Description

RESTORE NYC
Thousands of women are sold for sex every day in NYC, in every neighborhood of every borough. Restore finds women who have been sex trafficked and provides counseling, housing, and jobs. We empower each survivor to thrive in her community, which includes having stable housing, a job she loves, being reunited with her family, and ultimately experiencing sustained freedom -- and we have the data to prove it. Learn more about us on our website.

JOB SUMMARY
This internship offers a hands-on, substantive experience contributing to Restore’s Economic Empowerment programs. The Professional Education Intern will support and assist in the management and execution of professional education services to diverse foreign national females with a history of trafficking or at risk for trafficking. The Professional Education Intern will support the work of the Senior Manager of Economic Empowerment, Facilitators, Client Services staff, community partners and volunteers, for service delivery to clients.

We are looking for someone who can start as soon as possible and would be willing to commit for a full academic year. If these work hours can be used towards course credit, please let us know and we will support you in any paperwork required.

This is an unpaid, part-time position requiring a commitment of at least 12-15 hours per week. The Professional Education intern will be working remotely and/or at Restore’s Midtown office and the shifts are:

- Monday morning 9am – 1pm (preferred)
- Tuesday morning 9am – 1pm (required)
- Wednesday & Friday morning 9am - 1pm (required)

SPECIFIC RESPONSIBILITIES
The Professional Education Intern will support the Senior Manager of Economic Empowerment in program management by providing logistical support in the execution of all professional education services. This includes but is not limited to the following:

- Coordinate supplies, food delivery, roster attendance, and communication reminders for all program participants.
- Support Facilitators in submitting invoices for services delivered and processing check and reimbursement requests.
- Ensure that all recruitment and curriculum materials and equipment are available to Facilitators, volunteers, and community partners for service execution, including ordering translations and coordinating review by bilingual staff.
● Implement workshop activities in SS Express and oversee and/or execute follow-up calls to maximize the number of clients that successfully complete services.
● Oversee the documentation of all interactions with clients, volunteers, external service providers and partner organizations, including completion of activity reports and entry of impact assessment data into online case management system and other websites.

QUALIFICATIONS
● Enthusiasm, passion and interest in the work required
● Desire to work in a small team and young organization that is seeking to build a best-in-class organization
● Strong communication skills, both written and verbal
● Exceptional organizational skills, with attention to detail
● Familiar/Comfortable using Google Drive and online platforms (e.g. Zoom)
● Reliable and trustworthy
● Oral and written fluency in Spanish strongly preferred.

ADDITIONAL INFORMATION
We will consider applicants who are mature undergraduate students, graduate students, or recently graduated undergraduates with experience or interest in the field of anti-human trafficking, human rights, or socially-responsible enterprises and social services to exploited and vulnerable populations.

Restore NYC’s Internship program provides students and professionals with a rich learning experience but does not provide monetary compensation.

If interested in this position, please send your cover letter and resume to recruiting@restorenyc.org with “Professional Education Intern” in the subject line. No phone inquiries will be accepted; only candidates who are selected for interviews will be contacted.