



Volunteer role:

Family advocacy / Refugio volunteer (student intern)

Status: Volunteer/Intern

Salary: N/A

Supervised by: Refugio manager

Job site: El Refugio. Address is confidential until assistant is hired. The Refugio is in St. Paul on a major bus line

Time commitment and hours preferred

- 8 hours per week minimum
- Preferred availability during operating hours of 10 a.m. -8 p.m., Monday-Friday
- Six-month minimum commitment

Position description

The Family advocacy volunteer/intern works alongside and collaborates with advocates in the shelter to provide much needed support to survivors of domestic violence and their children at the shelter. The volunteer/intern can also work on special projects in the office and with participants at the Refugio. The volunteer/intern will receive training on site that may include:

- Domestic violence
- Refugio operations
- Answering crisis calls
- Working with survivor residents and their children
- Planning, leading, and supporting activities in the Refugio

About us

Esperanza United mobilizes Latinas and Latin@ communities to end domestic violence, sexual assault, dating violence, and stalking. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

The Family Advocacy-Refugio volunteer/intern may work in either or both of the following areas:

Direct advocacy and support

- Providing supportive listening to survivors and children at the Refugio
- Assisting Refugio residents in tasks such as finding jobs, searching for apartments, and applying for public assistance
- Planning and engaging in activities with children and/or residents
- Answering the 24-hour bilingual crisis line
- Reaching out to community participants with resources/community events
- Assisting Transitional housing advocates with providing childcare for charlas/participant groups
- Organizing activities for residents (yoga, Zumba, walking groups etc.)
- Organizing craft and art activities for residents (knitting, jewelry making etc.)
- Teaching participants how to use/access public transportation

Administrative support and special projects

- Assisting Refugio manager with data-entry, statistical gathering and analysis
- Assisting Refugio manager in updating Refugio forms and materials
- Assisting Refugio manager with program evaluations
- Researching local resources for staff and participants.
- Organizing clothing and other donated items
- Other special projects based on Refugio/program needs

Qualifications

- Commitment to Esperanza United's mission, vision, and code of ethics
- Ability to relate to people of diverse cultures, sexual orientations, income levels, ages, and abilities
- A combination of education and experience in family sciences, social work, or a similar field is preferred
- Strong written, verbal, and interpersonal skills in Spanish and English
- Experience working in/with the Latin@ community encouraged
- Reliable transportation to and from Refugio
- Knowledge of and ability to use computers and other resources is preferred

Working environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex,

age, (dis) ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To apply

As part of the application process, please include a resume and send and email to: humanresources@esperanzaunited.org.