



Position Title	Adverse Childhood Experiences Education and Outreach Facilitator
Organization	Legal Aid of Arkansas, Inc.
Department	ACEs and Legal Aid Project
Address	1200 Henryetta, Springdale, Arkansas 72762
Supervisor Name	Lee Richardson
Supervisor Contact	<a href="mailto:lrichardson@arlegalaid.org">lrichardson@arlegalaid.org</a> 800-967-9224 ext. 6305

## TERMS OF EMPLOYMENT

- A. **BACKGROUND CHECKS:** This position requires the following background checks:
  - a. National Sex Offender Public Website. No negative results (i.e., must not be listed on the website).
- B. **ELIGIBILITY**
  - a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2019.
  - b. Submit written enrollment verification from your college or university confirming your enrollment status to United Way of Northwest Arkansas.
  - c. Valid driver’s license, liability insurance, and access to an automobile.
- C. **WORK SCHEDULE & CONDITIONS**
  - a. This position is for eight weeks in the summer of 2019, starting on June 10<sup>th</sup> and ending on August 2<sup>nd</sup>.
  - b. This is a full-time temporary position. Regular office hours are 8:30-5:00 Monday-Friday with a one hour lunch break. Alternate extended and weekend hours are sometimes required to facilitate community outreach and education efforts associated with the position.
  - c. This position is not eligible for sick, vacation, and holiday leave during employment.
  - c. Some local travel using personal automobile will be required. Mileage will be reimbursed by Legal Aid of Arkansas at the rate of .42 cents per mile.
- D. **BENEFITS**
  - a. SALARY. The individual shall receive a \$3,000 salary distributed bi-weekly in equal amounts for the duration of employment.
  - b. PROFESSIONAL DEVELOPMENT. The United Way of Northwest Arkansas will provide an in-person orientation and three professional development opportunities to the employee.
- E. **EVALUATIONS**
  - a. The employee will receive an evaluation of performance at the end of their employment from their direct supervisor. The evaluation includes a self-evaluation and program evaluation.

## RESPONSIBILITIES

- A. **POSITIONPURPOSE**
  - a. The Intern will work with the ACEs and Legal Aid project funded by a grant from the United Way of Northwest Arkansas to help enhance the client community’s awareness on legal services available to low-income families tailored to mitigate the immediate and long-term impacts of adverse childhood experiences.
  - b. An integral goal of the position is to provide significant support to the ACEs team in reaching the target community by implementing the project’s education and outreach plan.
  - c. A secondary goal of the project will be to provide general support to the assigned ACEs-attorney advocating for ACEs-afflicted families.
- B. **DUTIES**

- a. The Intern will assist the lead attorney in canvassing and outreach to identify areas in the community with the highest prevalence of families with children ages 0-5 going through toxic stress.
- b. The Intern will help design and develop education and outreach materials using digital platforms and traditional publishing medium such as brochures, flyers, pamphlets, fact sheets, and PowerPoint presentations.
- c. Implement the education and outreach plan by tabling at community events and using various digital platforms and traditional formats to ensure education materials are easily accessible to members of the target community.
- d. The Intern will work closely with the Legal Aid Communications team and specific community outreach specialists to use data collected from the Internship period to develop the education and outreach plan for 2020.

**C. COMMUNITY IMPACT**

- a. As a result of the Intern’s project, the targeted community will be better situated in addressing toxic stressors that may have a legal remedy, protecting children in those families from the risk of adult onset of chronic diseases, cancer, perpetrating violence or being a victim of violence.
- b. As a result of the Intern’s project, the community impact of 2019 will be codified through an enhanced education and outreach plan for 2020, reaching new target communities statewide.

**QUALIFICATIONS**

- a. The Intern should have a demonstrated commitment to public interest work and a strong desire to assist indigent individuals and families.
- b. Students majoring in Communications and Marketing are strongly preferred with academic background in childhood psychology.
- c. The successful candidate need to have strong oral and written communications skills.
- d. Skills in marketing and digital design are strongly desired.
- e. Familiarity with, and interest in, working in low-income and diverse communities are required.
- f. Language skills are preferred and special preference are given to candidates who are fluent in Spanish and/or Marshallese.

**LEARNING OBJECTIVES**

**A. CAREER DEVELOPMENT**

- a. The Intern will gain a working knowledge and understanding of nonprofit management, marketing, and community engagement while working with the largest nonprofit law firm in Arkansas and the eighth largest law firm in the state.
- b. The Intern will be exposed to law firm operations and gain basic substantive legal knowledge in consumer, housing, economic justice and domestic law issues.
- c. The Intern will gain specialized knowledge on ACEs, a life-threatening social and public health issue affecting a significant portion of Arkansan families.

**B. SKILL DEVELOPMENT**

- a. The Intern will develop skills in community engagement, project planning and development, project management, researching public health issues, and client relations.

**C. PERSONAL GROWTH AND DEVELOPMENT**

- a. The Intern will gain valuable life experience working with indigent communities and interacting with other organizations serving those communities, develop humanitarian traits and ideas, obtaining a deep understanding of diverse low-income populations, and empowered to address a public health issue of significant consequences to many Arkansans.

Employee Name	Supervisor Name
Employee Signature	Supervisor Signature
Signature Date	Signature Date