



Victim Services Intern Coordinator

This position was created in 2017 and is funded by a Victims of Crime Act (VOCA) grant through the State of Colorado, Division of Criminal Justice, Office for Victim Programs. The current grant runs through December 31, 2023.

Position Summary:

Develops and coordinates aspects of COVA's Victim Services Intern Program (VSIP). Assists the VSIP Director to recruit, interview, and hire interns and to recruit host agencies. Problem solves between host agencies and interns as needed. Assists in the evaluation of host agencies and interns. Conducts outreach to local Colleges, Universities and Technical Schools to create awareness of the VSIP and to facilitate student experience and practicum requirements. Coordinates intern meetings, which are typically held one Saturday per month, and in-service trainings. Responsible for collecting intern grant reporting statistics and payroll information. Assists with submitting statistics to funders and creates reports using program data. Reports to the VSIP Director.

Former COVA interns who successfully completed their internship are strongly encouraged to apply. Individuals from multicultural backgrounds are also strongly encouraged to apply.

Required Skills & Abilities:

This position requires a college degree in a relevant area and previous victim service experience. Demonstrated ability to work with diverse populations is needed. Excellent interpersonal skills and comfort with creating partnerships are essential. Computer skills are necessary and proficiency using Google Drive/Google programs such as Docs and Sheets as well as Office Suite programs are required. Intermediate Excel/Google Sheets knowledge is needed. Excellent written and oral communication skills are required as well as the ability to problem solve with individuals and groups. Knowledge of the criminal justice system, victims' rights, victim advocacy, and of underserved communities in Colorado is essential. Must have excellent boundaries and commitment to COVA's Code of Ethics for Victim Assistance Providers (http://www.coloradocrimevictims.org/uploads/1/2/8/7/12873812/code_of_ethics_for_victim_advocates.pdf).

This position requires regular travel and the Intern Coordinator must have a reliable, insured vehicle and valid driver's license. Monthly travel to host agencies in Northern Colorado and Southern Front Range communities such as, but not limited to, Greeley, Fort Collins, Loveland, Boulder, Longmont, Pueblo, and Colorado Springs will be required, as will regular travel to host agencies throughout the Denver Metro. It is expected that the Coordinator will travel to Northern Colorado and Southern Front Range communities 2-4 days per month. Mileage is reimbursed at \$0.50/mile.

This position will participate in overall COVA Activities

- Required to attend the Crime Victim Assistance Academy (typically held in Spring/Summer)
- Participate in the Annual Virtual COVA Conference – September 13-22, 2021
- Participate in National Victims Right's Week Activities (April 2022)
- Participate in the annual Day of Remembrance - September 25, 2021

Performs other related assigned duties.

Salary & Benefits:

The Intern Coordinator is eligible for a salary range of \$43,000 - \$49,000/year, based on qualifications. COVA employees are eligible for up to 12.5% of their total salary to be used for health insurance coverage OR for deposit into a retirement account - employees must choose only one of these options.

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To Apply:

You can apply for this position by submitting a resume, cover letter, and two references who are prior supervisors as ONE DOCUMENT. Please note that our ability to speak with two prior supervisors is a requirement. *Resumes, cover letters, and references submitted by email are preferred* and should be in Microsoft Word or PDF format with the file titled "HTCM_First Name_Last Name" (ex. HTCM_Jane_Doe). Please send resumes and cover letters to Victim Services Intern Program Director Christa Taylor at [hiring@coloradocrimevictims.org](mailto: hiring@coloradocrimevictims.org). Hard copies can be mailed to Christa Taylor, 1325 S. Colorado Blvd, Ste. 508-B, Denver CO, 80222. The position closes on August 8, 2021 with an expected start date of September 1, 2021. Due to the volume of applications we typically receive for open positions, we will only contact applicants who will be invited to interview.

Please note that COVA conducts background checks prior to hiring.