

THE DENVER CENTER FOR CRIME VICTIMS
Job Description

- Job Title:** Translation & Interpreting Center Marketing Internship
- Purpose:** Interns will review and assist in the development and implementation of the current business marketing plan for the Translation & Interpreting Center
- Reports To:** Director of Training and Volunteer Services
- Contact:** Kathi Fanning, M.S., L.P.C (303) 860-0660
email: kfanning@denvervictims.org
- Responsibilities:**
1. Review current business and marketing plans.
 2. Assist in developing ideas and materials to expand current marketing plan.
 3. Assist in the implementation of marketing plan.
 4. Provide updates to TI Center database.
- Qualifications:** 18 years of age or older; ability to work morning or afternoon shifts; possess both excellent organizational and communication skills – both written and verbal. Must have the ability to work with a wide range of people from diverse ethnic and cultural backgrounds. Bi-lingual Spanish preferred.
- Special Requirements:** Complete initial training; minimum three-month commitment to program; background records check.
- Benefits:** The TI Center Staff Support position provides an opportunity to support victims of crime with translation and interpreting services through administrative duties.
- The DCCV is an equal opportunity employer. As such, reasonable accommodations for persons with disabilities will be made in compliance with the Americans with Disabilities Act (ADA).