**The Minnesota Alliance on Crime (MAC) connects systems, service providers, and victims to advance the response for victims of all crime.**

MAC is a membership coalition of more than 73 crime victim service providers in Minnesota, including prosecution-based victim/witness programs, community programs, law enforcement agencies, and individuals committed to supporting crime victims. We support our membership through training, technical assistance, resources, public policy and legislative initiatives, and networking opportunities.

The general crime coalition intern will be responsible for researching legislative updates and policy change relevant to MAC’s member programs with a special focus on state statutes related to victims’ rights and the prospect of implementing a state constitutional amendment.

**RESPONSIBILITIES**

* Research and track legislation and public policy in Minnesota and relevant other states
* Synthesize information to present recommendations to staff and Board of Directors
* Assist with day-to-day projects related to training and member engagement, including the e-newsletter and training/events update

**QUALIFICATIONS**

* Strong desire to contribute to work aiming to advance rights and services for all victims of crime across the state of Minnesota
* Must be organized and possess good verbal and written communication skills
* Proficiency in Microsoft Word, Excel, and PowerPoint
* Pursuing a Bachelor’s or Master’s Degree with the desire to pursue the criminal justice/crime victim services field and/or non-profit work

**Interns will have additional opportunities to:**

* Network with member programs, including systems- and community-based programs
* Attend trainings on subjects including general crime, victims’ rights, and trauma-informed advocacy and support
* Participate in regular staff and Board of Directors meetings
* Attend one-on-one meetings and site tours with professionals in the field

**ADDITIONAL DETAILS**

MAC is unable to provide compensation for internships at this time. People of color and LGBTQ people are encouraged to apply. The internship location is in St. Paul, Minnesota.

**To apply, please submit a cover letter, your resume, three work and/or academic references, and the completed application sheet below to Danielle Kluz, Training and Engagement Coordinator, at** **danielle@mnallianceoncrime.org****.**

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| **Contact Information** |
| **Name:** |  |
| **Preferred Phone:** |  |
| **Preferred Email:** |  |

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| **School Information** |
| **School Name:** |  |
| **Major:** |  |
| **Expected Graduation Date:** |  |

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| **Faculty Internship Advisor Contact Information** |
| **Name:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |

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| **Additional Information** |
| **How many hours are you expected to complete over the course of this internship?** |
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| **How many hours per week can you intern at MAC?** |
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| **Check your availability:** (Please note: MAC’s office hours are Mon/Tues 7:30 AM – 3:30 PM and Wed/Thurs 7:00 AM – 5:00 PM, with staff working from home Fridays.) |
| *Monday* | *Tuesday* | *Wednesday* | *Thursday* | *Friday* |
| AM[ ]  | PM[ ]  | AM[ ]  | PM[ ]  | AM[ ]  | PM[ ]  | AM[ ]  | PM[ ]  | AM[ ]  | PM[ ]  |
| **Is there anything else you’d like us to know about yourself, or about the requirements for your internship?**  |
|  |

**Please e-mail this completed application along with your resume, three work/academic references, and cover letter to:
Danielle Kluz, Training and Engagement Coordinator**

**danielle@mnallianceoncrime.org
155 S. Wabasha Street, Suite 105, St. Paul, MN 55107**