

Mujeres in Action Job Description:
Comunidad y Acción Intern

Ideal Fields of Study: Social Work, Criminal Justice, Communication & Culture, or related fields

Assignment: Presentation Design & Literature Reviews

Start Date: Fall, 2026

Mujeres in Action is a Spokane-based non-profit that provides a variety of services to survivors of domestic violence and sexual assault. MiA was founded due to service gaps for immigrant survivors with limited English proficiency. Our framework centers trauma-informed, culturally competent services for all immigrant survivors of DV/SA. **Comunidad y Acción** is the government-relations wing of the organization, collaborating with partners, government agencies, and advocating for policies that benefit all survivors of DV/SA. CyA is looking for someone to assist in creating materials for two projects: Training materials for Spokane Police Department, and a Spanish translation of the Spokane Voter's Pamphlet.

What you'll do:

- Assist with designing training materials for the Spokane Police Department. This is a series of roll call (short) presentations covering how services can accommodate for traumatic experiences and cultural differences. The purpose is to teach culturally-competent and trauma-informed service delivery, adapted for police departments.
 - When necessary, collect relevant literature to update materials.
 - Collect feedback and suggest edits for future roll calls
- Assist with translating and formatting a Spanish-language Spokane Voter's Pamphlet.
 - Software will be provided.

What we're looking for:

- Strong presentation skills
- Fast literature reviews
- Intermediate Computer skills
- Comfortable summarizing and simplifying complex topics
- Comfortable brainstorming and debating with team members