

Mothers Against Drunk Driving Internship Program

The mission of Mothers Against Drunk Driving (MADD) is *to end drunk driving, help fight drugged driving, support the victims of these violent crimes, and prevent underage drinking*. MADD is a non-profit organization, and the work of interns provides support to the organization in their goals that include advocating for change, aiding those that choose to become a victim advocate, educating the community, and honoring victims.

MADD's Bay Area Office is in Dublin, CA and is responsible for 9 Bay Area counties. MADD partners with interns to assist in supporting the organization *and* interacting with victims and families. They will work closely with MADD personnel to advocate for change, educate youth and the community about the dangers of impaired driving, recognize first responders, plan community events, and other duties as needed.

The ideal candidate will be enrolled in college and possess effective written and verbal communication skills. A desire to participate in community functions and assist victims of drunk and drugged driving is highly desirable.

Minimum Qualifications:

- 18 years of age
- Knowledge of Microsoft Office 365 applications, organization, and record-keeping
- Ability to assist in planning, development, implementation, and review of projects
- Ability to work in a team-oriented environment as well as working independently
- Ability to set and adjust to meet changing deadlines and follow through on assigned tasks

Examples of Duties:

- Presentations for Bay Area youth and parents on underage drinking prevention
- Presentations for the community on the dangers of impaired driving
- Assist in preparing for community events (Walk fundraiser, first responder recognition event, booths, DUI checkpoints and more)
- Outreach to local middle schools, high schools, colleges and community groups to coordinate programming
- General customer service with interactions in person, via the phone, and email
- Complete office support functions
- Attending community events, DUI checkpoints, fundraisers, and recognition lunches

Examples of Past Projects Completed by Interns:

- Oversaw the annual Candlelight Vigil
- Creation of a comprehensive evaluations process for Victim Impact Panel attendees to better show the effectiveness of the program
- Creation of a social media campaign with high school students



- Oversaw victim tribute area for the annual Walk Like MADD event • Creation of an event for local high school students

MADD staff will work with interns to determine their areas of passion *and* interest within MADD's mission and formulate a "goals and objectives" document specific to that intern that will serve as the intern's official job description (see below for an example from a past intern).

MADD staff is happy to work with faculty and staff of your university to complete any prerequisites and reporting to meet any requirements for an internship for a class you are enrolled in or for completion of the requirements for your major.

Time Commitment: MADD internships are flexible in nature. Past interns have worked from 5-20 hours a week on average.

Interns are selected on a rotating basis with flexible start and end dates.

Internships are unpaid, but expenses will be reimbursed once approved by MADD SF Bay Area staff.

HOW TO APPLY:

To apply fill out the volunteer application at: and then email Aliya Benabou, Program Specialist, at Aliya.Benabou@madd.org letting her know that you are interested in an internship and answer the following questions:

1. How did you hear about Mothers Against Drunk Driving (MADD) and why do you want to intern with us?
2. How would an internship with MADD help you in your career goals and aspirations?
3. What are 3 strengths you believe you would bring to MADD as an intern?
4. From what you have seen of the job description and possible areas of work, what would you be most excited to work on? Why?
5. What would you be most interested in doing in the organization?

Questions about the internship program can be directed to Aliya Benabou, Aliya.Benabou@madd.org



SAMPLE GOALS AND OBJECTIVES FROM PAST INTERN

Work Schedule: 13-18 Hours Per Week

Meetings:

- Once every other week meeting with Program Specialist (PS)
- Once a month MADD Northern California Staff Meeting

Colleges and Universities:

1. Help connect MADD to campus departments, clubs and organizations and any other campus groups/classes for presentations, events and fundraising possibilities.
2. Help develop partnerships for college presentations, underclassman teen influencer opportunities, tabling at events and other opportunities for MADD on campus.

Victim Services:

1. Shadow a MADD Volunteer Victim Advocate Case. (Our Victim Services Manager is in Sacramento)

MADD Programs:

1. TOOFs – help us create and implement a marketing campaign for possible implementation over the holidays to include possible billboards, radio campaign and ads in news sites.
2. Research and provide outreach to local colleges and universities to introduce MADD programming.
3. Complete training on Power of Youth and Power of Parents programs and present POY program at middle schools and high schools.
4. Learn about each piece of the OTS Grant MADD implements. Gain an understanding of objectives, reporting and planning.
5. Provide outreach and secure programming for Power of Parents and Power of Youth programs events in SF Bay Area. Concentrate on specific county contacts-high schools, middle schools, community programs and groups, youth groups, PTA.
6. Teen Influencer – help create and implement a Peer-to-Peer event/campaign with local high school students.
7. Health and Safety Fairs – help with informational tables at health and safety fairs if COVID restrictions allow.
8. Schedule and present 3-4 college presentations.
9. Attend 3-4 DUI Checkpoints.



MADD Events:

1. Work with staff on Candlelight Vigil.
2. Work with staff on Law Enforcement Recognition event.
3. Work with staff for the Walk Like MADD fundraiser and Walk event

Development:

1. As schedule allows, attend development meetings with staff.
2. Research grant opportunities and complete grant application process.