



COURT WATCH

courtwatch@batteredwomensnetwork.org

COURT WATCH INTERNSHIP DESCRIPTION

- Internship Title: Court Watch Project Intern
- Project Mission: The Court Watch Project strives to increase public awareness of domestic violence and domestic violence related laws, encourage community involvement in the judicial system, and promote accountability, transparency, and adherence to the Illinois Domestic Violence Act.
- Project Description: Community volunteers observe domestic violence related court cases and record significant data and observations, which are used to track important trends in the court's response to domestic violence. The compiled information is assessed by the Project Coordinator and disseminated to individuals and relevant departments within the justice system who have the authority to change policies and procedures within the justice system. A summary of the observations, assessment, and recommendations is made available annually to the public.
- Internship Position: The Court Watch Project Intern assists the Project Coordinator in varied aspects of daily management of the Court Watch Project.
- Location: The Chicago Metropolitan Battered Womens Network
1 E. Wacker Drive, Ste. 1630, Chicago, IL 60601
- Supervisor: Court Watch Project Coordinator
- Responsibilities:
- ✓ Record data from volunteer court observations to be stored at The Network
 - ✓ Ensure regular transfer of volunteer observations to research partner, *Loyola's Center for Urban Research & Learning (CURL)*, in order to facilitate timely entry of data
 - ✓ Create and disseminate weekly and monthly internal reports to identified courthouse department heads
 - ✓ Maintain organization of Court Watch guest office, located at *The City of Chicago Centralized Domestic Violence Court*

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Responsibilities cont:

- ✓ Attend monthly *Legal Issues Committee* held at the courthouse and record meeting minutes to be made available to The Network's member programs
- ✓ Assist as needed in the development of Court Watch program marketing and informational materials
- ✓ Attend monthly staff meetings
- ✓ Complete other duties as assigned by Project Coordinator

Qualifications:

- ✓ Must be at least 18 years of age and have completed high school or the equivalent and be currently enrolled as a student at a university or college
- ✓ Must have demonstrated interest in issues related to any of the following: gender-based violence, social and criminal justice, human rights, community activism, and policy and advocacy work
- ✓ Possess strong language and communication skills (written and oral)
- ✓ Demonstrate exceptional organization and attention to detail
- ✓ Exemplify strong leadership ability and a capacity to think strategically
- ✓ Proficiency in computer word processing and spreadsheet programs
- ✓ Ability to maintain appropriate boundaries and confidentiality as required

Evaluation: The Intern will report directly to the Court Watch Project Coordinator, who is responsible for his/ her performance evaluations.

Application Process:

- ✓ Complete Internship Application, with attached Personal Statement
- ✓ Submit answers to Internship Supplemental Questions
- ✓ Submit a writing sample (sample can be from an academic, volunteer, or work setting)
- ✓ Participate in interview with Project Coordinator
- ✓ Review and sign Internship Contract

**All application materials may be emailed to Lillian Cartwright, Court Watch Project Coordinator, at courtwatch@batteredwomensnetwork.org or faxed to 312-527-0733, Attn: Lillian*