

## **Project Safe, Inc.**

**Position:** Intern

**Program:** Digital Media Internship

**Location:** Athens, GA

**Time Commitment:** 3-4 Months

**Minimum of 20-30hrs/week M-F**

**Description:** Project Safe is a 501(c)3 nonprofit organization in Athens, Ga., working to end domestic violence through prevention and education, crisis intervention, ongoing supportive services, and systems change advocacy. Project Safe seeks a Digital Marketing Intern to work with the Community Involvement and Volunteer Coordinator on anything from designing social media campaigns to crafting public relations content.

### **Essential Duties:**

- Assist with development of social media plans for events, fundraisers, and campaigns that align with the mission and messaging of Project Safe.
- Develop and post content on social media pages; create meaningful connections and engage followers. Use audience research and insights to track and improve social media plans.
- Monitor and moderate Facebook and Instagram pages; serve as the first level of response to posts.
- Drive visitors and traffic to Project Safe's website through the creation of social media content. Update website as necessary.
- Design, write, and edit engaging content for the monthly newsletter in Mailchimp.
- Assist with public relations including thank you's, presentations, and community presence.
- Participate in bi-monthly intern meetings and staff meetings.
- Coordinating with community groups/agencies for related events and representing Project Safe

### **Qualifications:**

- Current college student (3rd of 4th year) working towards a degree in marketing or communications
- Ability to prioritize and complete tasks when there are competing priorities and/or pressure of deadlines
- Knowledge of social media trends
- Graphic design or video production experience is a plus
- Experience in a social media, communications, or nonprofit environment, preferred but not required
- Website SEO and social media content support and evaluation, preferred but not required
- Strong interpersonal skills; able to work with a variety of people and express ideas clearly
- Strong oral and written communication skills
- Proficient in Social Media Platforms, WordPress, Google Suite.

**To Apply:** Send resume and cover letter detailing experience, contact information for two professional/academic references, and 3-5 samples of social media posts to:

Stephanie Molquentin Community Involvement & Volunteer Coordinator Project Safe,  
smolquentin@project-safe.org