



Project Safe, Inc.

Position: Internship

Program: Administrative; Nonprofit management

Location: Athens, GA

Time Commitment: 4-8 months; Minimum of 15hrs/week during business hours

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 is seeking an administrative intern who is looking to work with an experienced Executive Director on anything from energetic fundraising to public relations to complex and intricate grant proposals. This position is currently remote with the possibility of in-person work.

Essential Duties:

- Participate in training preparing intern to operate business line, interact with shelter clients, and provide information to the community about Project Safe's services.
- Research potential grants and assist with grant proposals.
- Assist in virtual or in-person event planning details and promotions for Project Safe's Annual fundraisers and community events.
- Maintain donor database and regularly thank donors.
- Spearhead any special administrative or research projects relating to fundraising, grant writing, legislative advocacy, system response policies, and/or Project Safe program evaluations.
- Perform reports on client services and funding.
- Help manage Project Safe's social media pages, newsletter, and external correspondence.
- Participate in virtual bi-monthly intern meetings and staff meetings.

Qualifications:

- Fourth-year undergrad or grad student
- Strong communication, organization, and problem-solving skills necessary
- Ability to prioritize and complete tasks when there are competing priorities and/or pressure of deadlines
- Strong computer & database mgmt. skills
- Strong writing skills
- Reliable Wifi connection

To Apply: Send resume and cover letter detailing areas of interest and availability, along with contact information for two professional/academic references to:

Stephanie Molquentin

smolquentin@project-safe.org

Community Involvement & Volunteer Coordinator

Project Safe

Deadline: July 15, 2020