



Project Safe, Inc.

Position: Internship

Program: Fatality Review Initiative

Location: Athens, GA

Time Commitment: 4-8 months; 10-15 hours a week

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 intern interested in the issue of domestic violence from a community-wide perspective in Athens. This intern will work closely with Project Safe's Fatality Review Coordinator to examine closed domestic violence fatality cases and implement recommendations for change to prevent future fatalities.

This internship can be done in conjunction with the Project Safe Direct Services Internship. This position is currently remote with the possibility of in-person work.

Essential Duties:

- Participate in comprehensive virtual training to work with victims of domestic violence and to advocate on family violence issues.
- Assist staff with case tracking and monitoring in criminal and civil systems, follow up with law enforcement, probation and prosecution.
- Assist Fatality Review Coordinator with Fatality Review Panel meeting preparation including note taking, case summary preparation, "expert" panel members, etc.
- Participate in virtual staff meetings, task force meetings, and others assigned by Executive Director or Fatality Review Coordinator.
- Document all activities in Project Safe's client database, and assist staff with monthly reports, data entry, and periodic program evaluation.
- Participate in virtual weekly intern and staff meetings.

Qualifications:

- Fourth-year undergraduate or graduate student in criminal justice, public administration, social work, health promotion and behavior, or related field
- Awareness of community agencies and the culture in which they operate
- Strong research skills, understanding of statistical methods preferred
- Strong computer skills, particularly database management preferred
- Strong organizational skills
- Excellent oral and written communication

To Apply:

Send resume and a cover letter including interests and availability to:

Stephanie MolKentin

Community Involvement & Volunteer Coordinator

Project Safe

smolkentin@project-safe.org

Deadline: July 15, 2020