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**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.

**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 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
- Participate in 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

**To Apply:**

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

Mary Haddon  
Community & Student Engagement Director  
Project Safe  
mhaddon@project-safe.org