



Project Safe, Inc.

Position: Intern

Program: Digital Media Internship

Location: Athens, GA

Time Commitment: 3-4 Months

Minimum of 15-20 hours//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. This position is currently remote with the possibility of in-person work.

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 virtual intern and staff meetings.
- Coordinate 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 preferred
- Reliable Wifi/Internet connection

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