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**Project Safe, Inc.**

**Position:** Internship

**Program:** Administrative; Nonprofit Management

**Location:** Athens, GA

**Time Commitment:** 1-2 semesters; Minimum of 16 hrs/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 would like to work with an experienced Executive Director and other leadership staff on anything from energetic fundraising to public relations to complex and intricate grant proposals.

**Duties:**

Specific projects and responsibilities will vary by time of year and the intern's availability, but the following are typical tasks and projects:

- Participate in training preparing the intern to operate a business line, interact with shelter clients, and provide information to the community about Project Safe's services.
- Research potential grant opportunities and assist with grant proposals.
- Assist with event planning details and promotions for Project Safe's Annual fundraisers and community events.
- Learn strategies for donor cultivation and stewardship and assist with communication, including thank you letters and emails and social media posts.
- 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 intern 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:

Community & Student Engagement Director  
Project Safe  
[info@project-safe.org](mailto:info@project-safe.org)