



Project Safe, Inc.

Position: Intern

Program: Digital Media Internship

Location: Athens, GA

Time Commitment: Minimum of 1 semester; 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 Engagement Director on anything from designing social media campaigns to crafting public relations content.

Essential Duties:

- Participate in mandatory, comprehensive 80-hour training preparing interns to work with victims of domestic violence, child witnesses of domestic violence, operate a business line, interact with shelter clients, and provide information to the community about Project Safe's services.
- 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 using Constant Contact.
- Assist with public relations including thank you's, presentations, and community presence.
- Participate in intern and staff meetings.
- Coordinate with community groups/agencies for related events and representing Project Safe.

Qualifications:

- 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: Bridgette Roloff, Volunteer and Student Experience Director, at info@project-safe.org