

**Project Safe, Inc.****Position:** Internship**Program:** Madison, Oconee, Oglethorpe Counties Internship**Location:** Athens, GA**Time Commitment:** Minimum of one semester, with preference going to more than one semester; Minimum of 20-25 hours (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 is seeking interns interested in working directly with survivors of domestic violence and/or their children. This internship provides direct experience supporting survivors of domestic violence and their children, especially in rural outreach settings.

**Essential Duties:**

- Participate in 80 hours of comprehensive training that prepares you to work with high-risk survivors of domestic violence.
- Work with outreach staff serving Madison, Oconee, and Oglethorpe Counties to provide direct services to clients: safety planning, follow-up phone calls, providing referrals to outside agencies, and any special projects.
- Assist with sorting incoming donations, managing the cash register, and assisting customers during a regular shift at the Project Safe Thrift Store in Danielsville
- Assist with community outreach, education events, and awareness campaigns
- Document all services provided and all client interactions in Project Safe's client database, and assist staff with monthly reports, data entry, and periodic program evaluation.
- Answer teen textline on an on-call rotation, one week at a time.

**Qualifications:**

- Must be able to work in/travel to Madison, Oconee and Oglethorpe Counties.
- Strong communication, organization, and problem solving skills necessary
- Ability to prioritize and complete tasks when there are competing priorities and/or pressure of deadlines
- Ability to work with individuals in high crisis situations
- Strong computer & database mgmt. skills

**To Apply:**

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

Volunteer & Student Experience Director: [info@project-safe.org](mailto:info@project-safe.org)