



Administration Office: P.O. Box 713  
Auburn, Maine 04212-0713  
Tel (207) 795-6744  
Fax (207) 795-6841  
Helpline 1-800-559-2927  
[www.safevoices.org](http://www.safevoices.org)

## **Development & Engagement Internship**

**Work Hours:** 10-15 hours per week, flexible schedule within agency hours of operation (8:00 a.m. to 4:00 p.m. Monday – Friday); some evening/weekends may be required based on events.

**Location:** Lewiston, Maine. Travel to locations within the 3 county catchment area may be occasionally required.

**Supervisor:** Development & Engagement Coordinator

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**About Safe Voices:** Safe Voices is a domestic violence resource center whose mission is to support and empower those affected by domestic violence and human trafficking and engage the community in creating social change in Androscoggin, Franklin, and Oxford Counties.

**Job Description:** The Development & Engagement Intern aids in all aspects of Safe Voices' development and engagement activities and will gain insight into the broad range of tasks that support the promotion of a small non-profit organization.

The Intern will assist in activities related to print and digital marketing, brand consistency, graphic design, visual storytelling, and community engagement.

The Intern will also have the opportunity to shadow Safe Voices' Administrative Team members at community meetings and events to learn more about coordinated community response and local resources.

All Interns are expected to conduct themselves according to the standards expected of all volunteers, staff and affiliates as outlined in Safe Voices' Employee Handbook. All Interns will be required to pass required background checks in accordance with Safe Voices' Employee Handbook.

### **ESSENTIAL TASKS:**

- Support the development and engagement team with any special projects/events
- Assist with social media campaign creation, marketing, and scheduling
- Assist in bringing all agency templates into brand compliance
- Assist in the development of promotional materials, direct marketing, press releases and media advisories

- Assist in the development of awareness materials regarding domestic violence and sex trafficking and exploitation
- Assist with promotional video production

**AGENCY ACTIVITIES:**

- Attend Internship Meetings
- Serve as a representative of the agency between the College/University and the community
- Participate in agency events and activities as assigned, including monthly staff meetings
- Assist with general office work, including filing, copying, and answering phones
- Develop individual goals with supervisors and strive to achieve goals

**QUALIFICATIONS:**

- Currently enrolled at an accredited college or university
- 18 years of age or older with a valid driver's license
- Access to reliable transportation with proof of insurance
- Strong computer skills with proficiencies in Microsoft Office (Excel, Word & PowerPoint) as well as social media (Facebook, Twitter, Instagram, Snapchat, TikTok)
- Must be proficient in Adobe InDesign, Illustrator, & Photoshop and/or other common design applications.
- Good communication skills
- Highly organized with an attention to detail
- Willing to learn new things and take on new tasks
- Committed to Safe Voices' mission and values
- Able to work as a member of a team
- Must agree to agency confidentiality statement and pass background checks in accordance with Safe Voices' Employee Handbook
- Ability to accurately document and complete paperwork and assignments by their respective due dates
- Demonstrate sensitivity to, and understanding of the cultural and socioeconomic status, and knowledge of issues faced, of persons served
- Prior office experience a plus but not required

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

- Ability to travel in varying weather conditions
- Occasional lifting up to 30 pounds
- Adhere to universal safety precautions
- Ability to maintain professional boundaries



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- Maintain a positive, friendly & professional work environment
- Seek supervision and support from Director of Development & Engagement and/or members of the Administrative Team as needed