



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)

## Non-Profit Operations 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 required based on events.

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

**Supervisor:** Director of Development & Engagement; the Administrative Manager

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**Job Description:** 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.

The Non-profit Operations Intern aids in all aspects of Safe Voices' administrative activities and will gain insight into the broad range of tasks that support the management of a small non-profit organization. The Intern will assist in activities related to volunteer management, fundraising and grant writing, community engagement, data entry and reporting, and direct service and advocacy. 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.

The Intern will be responsible for attending the Comprehensive Advocacy Intervention Response Ethic Training (CAIRET) and may be asked to demonstrate competency in support and advocacy by providing support to callers on Safe Voices' 24-hour Helpline. The Intern will attend Internship Cohort Meetings for the purpose of connecting with fellow Interns for additional education and development. 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:**

### **1. Financial Development:**

- Research corporate and private giving prospects
- Support grant writing efforts, including potential to draft and submit a grant request
- Assist with gift processing and data entry related to fundraising
- Assist in coordination of Feed-A-Family and Adopt-A-Family program (Fall semester) and annual 5K and Domestic Violence Summit (spring semester)
- Coordinate Municipal Campaign solicitations
- Assist in volunteer/intern recruitment efforts and maintenance of volunteer personnel files

### **2. Community Engagement:**

- Serve on and facilitate the work of relevant event planning committees
- 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 data entry related to volunteer programs
- Represent Safe Voices at tabling events throughout the community

### **3. Other Administrative Support**

- Support Directors and the Administrative Manager as needed, including but not limited to, filing, answering phones and doors, client support, donation acceptance, data collection and special projects.

## **AGENCY ACTIVITIES:**

- Attend Internship Meetings
- Complete the CAIRET training
- Demonstrate advocacy proficiencies by taking shifts on Safe Voices' 24-hour Helpline.
- 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



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- 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)
- 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, including the value and importance of charitable giving
- Able to work as a member of a team
- Prior office experience a plus but not required
- 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

#### **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
- 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