



POSITION TITLE: Safe Place Program Intern
BRANCH: National Safe Place Network (NSPN)
REPORTS TO: Director of Safe Place National Operations
STATUS: Internship
SALARY RANGE: Unpaid

POSITION SUMMARY:

The primary purpose of this position is to provide support for NSPN's Safe Place team and licensed agencies in the areas of historical archive support, development, training, and outreach efforts. The position will assist in coordinating aspects of building licensed Safe Place agencies' capacity for community outreach and awareness, quality assurance and volunteers, and fiscal sustainability for the Safe Place program. The position may also assist in the recruitment, training, and support of new licensed Safe Place agencies.

POSITION REQUIREMENTS:

- Excellent oral, written and interpersonal communication skills
- Ability to work both independently and as part of a team
- Self-motivated with strong attention to detail
- Understanding of audio / visual standards
- Proficiency in Microsoft Office applications (Word, PowerPoint, Excel, etc.)
- Willingness to learn and grow within the internship experience
- High School Diploma or an equivalent
- Ability to serve on-site at the NSPN headquarters in Louisville, Kentucky

ESSENTIAL FUNCTIONS:

- Organize historical archives, including photos, videos, files, etc.
- Research possible grant sources, best practices, and community statistics
- Assist in the planning and execution of the Safe Place pre-conference session and workshops at the Focus 2018 conference
- Outreach efforts to Safe Place businesses, schools, and other community partners
- Help develop protocol for quality control of Safe Place as well as site preparedness and response
- Identify and cultivate program prospects
- Acquire and assemble national partner support letters

BENEFITS:

- Gain experience with and employment reference from nationally recognized organization
- Work directly with the Safe Place team on current and future initiatives
- Build or enhance professional portfolio
- Flexible scheduling
- Help meet an important community need

This position will require approximately 12-20 hours per week and will primarily take place Monday through Friday during normal business hours. Applications are accepted on a rolling basis and the position will be filled based on organizational need.

Interested applicants should send a cover letter and resume to Susan Harmon at info@nationalsafeplace.org.

