

Project Safe, Inc.

Position: Internship Program: Fatality Review Initiative

Location: Athens, GA

Time Commitment: Minimum of one semester, with preference given to those who can serve more than one semester; Minimum 15-20 hours/week during business 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 an intern interested in the issue of domestic violence from a community-wide perspective in Athens. This intern will work closely with Project Safe's Fatality Review Coordinator to examine closed domestic violence fatality cases and implement recommendations for change to prevent future fatalities.

Essential Duties:

- Participate in mandatory, comprehensive 80-hour training preparing interns to work with victims of domestic violence, and child witnesses of domestic violence, both in person and on the crisis hotline.
- Assist staff with case tracking and monitoring in criminal and civil systems, follow up with law enforcement, probation and prosecution.
- Assist Fatality Review Coordinator with Fatality Review Panel meeting preparation including note taking, case summary preparation, "expert" panel members, etc.
- Participate in staff meetings, task force meetings, and others assigned by the Executive Director or Fatality Review Coordinator.
- Document all activities in Project Safe's client database, and assist staff with monthly reports, data entry, and periodic program evaluation.
- Participate in weekly intern and staff meetings.

Qualifications:

- Fourth-year undergraduate or graduate student in criminal justice, public administration, social work, health promotion and behavior, or related field
- Awareness of community agencies and the culture in which they operate
- Strong research skills, understanding of social sciences
- Strong computer skills, particularly database management preferred
- Strong organizational skills
- Excellent oral and written communication
- Can work independently and take initiative

To Apply:

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

Faith Byer

Volunteer and Student Experience Manager
info@project-safe.org