

## **Advancement Content Creation Intern at Safe Alliance**

**Focus Areas:** Content Creation, Graphic Design, Communications, Grant Writing

**Supervisor:** Sarah-Kate Pease, Director of Corporate and Community Engagement,  
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### **About Safe Alliance**

Safe Alliance's mission is to **provide hope and healing** to those impacted by **domestic violence and sexual assault** in Mecklenburg County. Annually, we care for more than 8,600 people through a continuum of life-saving programs such as the Clyde & Ethel Dickson Domestic Violence Shelter, the Sexual Trauma Resource Center, the Victim Assistance Court Program, the Greater Charlotte Hope Line, and the Survivor Resource Center.

### **Advancement Content Creation Intern Job Description**

The Advancement Intern will support Safe Alliance through the following four project areas:

1. Content Development & Graphic Design
  - a. Design and develop social media content for Breakfast of Hope and Domestic Violence Awareness Month
  - b. Create evergreen content to be used across social media and email platforms
  - c. Research
2. Communications
  - a. Research, pitch and write posts for Safe Alliance's blog
  - b. Provide ongoing assistance with internal and external email campaigns
  - c. Help coordinate media trainings and interviews, as needed
3. Community Engagement
  - a. Represent Safe Alliance at community tabling events or resource fairs, as needed
  - b. Evaluate and update peer-to-peer fundraising toolkit and update marketing materials for the 2024 Breakfast of Hope
  - c. Assist with the procurement of silent auction items for the 2024 Breakfast of Hope
4. Grants
  - a. Write grants due in summer or early Fall (or with rolling deadlines)
  - b. Research upcoming due dates and changes for grant applications
  - c. Update SmartSheet grant tracking system to streamline process and maximize capabilities of the platform
  - d. Download upcoming grant applications and reports and convert to Word format

### **Funding Source & Pay**

The Four Ten Foundation's 2024 Fellows Program. \$15/hour for up to 240 hours.

### **Important Dates & Details**

- May 28 – Fellows Kick Off Meeting
- June 3 – July 30 - Internship dates, must complete 240 internship hours during these weeks; can be scheduled to be mutually beneficial for Safe Alliance and intern during the 8-5 PM work day.
- Weekly Fellows Virtual Leadership Development meetings are Tuesday mornings from 9-10 am.