

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,
sarahkate.pease@safealliance.org

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 8,000 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, including reels, for Breakfast of Hope and Domestic Violence Awareness Month
 - b. Create evergreen content to be used across social media and email platforms
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 2025 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 27 – Fellows Kick Off Meeting
- June 3 – August 1 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.