

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, sexual assault, and human trafficking** 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 Domestic Violence Awareness Month as well as other evergreen topics
 - b. Create evergreen content to be used across social media and email platforms
2. Communications & Writing
 - a. Research, pitch and write posts for Safe Alliance's blog, including interviewing staff, volunteers, and survivors
 - b. Provide ongoing assistance with internal and external email campaigns
 - c. Help coordinate media trainings and interviews, as needed
3. Community Engagement
 - a. Welcome volunteers and represent Safe Alliance during on-site volunteer activities
 - b. Log and track in-kind donations given through community collection drives
 - c. Represent Safe Alliance at community tabling events or resource fairs, as needed
4. Grants
 - a. Write basic grants due in early Fall or those with rolling deadlines
 - b. Research upcoming due dates and changes for grant applications
 - c. Download upcoming grant applications and reports and convert to Word format

Funding Source & Pay

The Four Ten Foundation's 2026 Fellows Program. \$15/hour for up to 240 hours.

Important Dates & Details

- May 26: Fellows Kick Off Meeting
- June 1 – July 31: Internship Dates

Must complete 240 internship hours during these weeks; can be scheduled to be mutually beneficial for Safe Alliance and intern within the workweek

- Weekly Fellows Virtual Leadership Development meetings are Tuesday mornings from 9-10 am.

To Apply

Visit <https://www.safealliance.org/internship-opportunities> and complete the application.