



# Safety Project Intern

Volunteer or Internship Position Description

## *Position & Responsibilities*

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### **Role Summary**

The Safety Project connects low-income victims of domestic violence with attorneys to represent them in their Order for Protection cases. The Safety Project intern assists Tubman staff with administrative tasks such as processing client intake referrals, data entry, tracking volunteer attorney participation, and client evaluations.

### **Impact & Benefits**

- Assist clients in navigating through a potentially intimidating and confusing court process
- Help clients explore their legal options and provide information and support
- Learn about legal issues concerning domestic violence and the civil court process
- Gain experience and learn about the vital role of the legal department in a non-profit organization

### **Position Responsibilities**

- Assist staff with client intake and support, including client evaluations and providing referrals to clients for other Tubman and community resources
- Provide administrative support including completing attorney thank-you letters, database entry for grant reporting purposes, coordinating attorney trainings, recognitions, and other events
- Adhere to agency guidelines regarding professional boundaries, ethics, and confidentiality

## *Qualifications & Expectations*

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### **Position Qualifications**

- Strong oral and written communication skills, ability to maintain confidentiality
- Excellent organizational skills, time management, and attention to detail
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Awareness of issues affecting low-income clients and their families
- Comfortable with technology, including basic computer programs and databases
- Interest in domestic violence, legal issues, and community resources

### **Time Commitment & Availability**

- Weekday, daytime availability, 12 – 15 hours per week per week for a minimum of 8 months

### **Supervision & Training**

- Safety Project Intern is supervised by the Safety Project Attorney
- Attend Volunteer and Intern training series

## *Organization*

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Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. [www.tubman.org](http://www.tubman.org)

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.