



POSITION DESCRIPTION: SAFE TRACKS INTERNSHIP

Purpose: Safe Tracks is a primary prevention bystander intervention program aimed at addressing sexual harassment and assault in the music industry. The program is housed at the Sexual Assault Center (SAC) and includes partnerships with Haley & Michaels and the Country Music Association.

Our Safe Tracks Internship supports the program through administrative duties, event planning, training development, facilitation, and building community partnerships. This internship is geared toward anyone passionate about combatting sexual violence specific to the music industry. SAC is looking for an intern that will emphasize trauma-informed and victim-centered responses to sexual harassment and assault while gaining valuable experience in a non-profit and music industry setting.

Reports To: Statewide Training Specialist

Major Duties:

Curriculum Facilitation

- Support Statewide Training Specialist, as well as external partners, in planning and facilitating Safe Tracks training to music industry professionals
- Assist in developing training materials and resources

Community Outreach

- Engage in community outreach and relationship building to expand program reach
- Coordinate and participate in community events and activities to promote Safe Tracks

Social Media

- Assist in managing Safe Tracks social media accounts
- Develop and schedule engaging content for social media platforms

Event Planning and Coordination

- Help organize and execute Safe Tracks events, including workshops, seminars, and community engagements
- Manage event logistics, including tabling setup, registration, and attendee coordination

Administrative Support

- Perform general administrative duties such as scheduling trainings/meetings, managing correspondence, and maintaining records
- Assist in the preparation of reports and documentation for program activities

Qualifications:

- Ability to work remotely and onsite; some local travel may be required
- Familiarity with sexual assault, trauma-informed approaches, intersectionality
- Strong organizational and communication skills
- Proficiency in social media platforms and content creation

Shift Times:

- Minimum of 10 hours per week
- Weekday business hours (8:00 am – 5:00 pm and Friday 8:00 am – 2:00 pm) with availability for occasional evening or weekend events

Please note that students selected for an internship will be asked to sign a confidentiality contract as well as complete a background check.

Application: Please submit a cover letter and resume to Tia Freeman, Statewide Director of Training & Community Engagement at tfreeman@sacenter.org.

SAC is an Equal Employment Opportunity employer.