



*Sexual Assault Center (SAC) is seeking a part-time intern to support the Development team. **This will be an unpaid hybrid position, requiring at least 1-2 days in the office. One day will be Mondays and the intern can select the other day they'd like to be onsite.** SAC serves those who have been affected by sexual assault through advocacy and therapy. The on-site Safe Clinic is open 24/7 and provides a safe place for victims of recent sexual assault to receive a Medical Legal Exam and resources.*

<b>Job Title:</b>	Development Intern	<b>Time Commitment:</b>	Flexible. 10 – 25 hours/ week.
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**APPLICATION INSTRUCTIONS:**

Please email your **resume** and a brief (1 paragraph) **Statement of Interest** to Atarah A.M. Smith and Catherine Barkley – [ataraham@sacenter.org](mailto:ataraham@sacenter.org) and [cbarkley@sacenter.org](mailto:cbarkley@sacenter.org)

**Job Description**

**LEARNING OPPORTUNITIES**

- Donor and fundraising strategies
- Best practices in donor relations and communications
- Donor data management
- Event planning and assistance
- Digital communications
- Community engagement and revenue generating projects
- Other Development duties as needed

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- 18+ required
- Some college preferred
- Ability to work onsite and remotely
- Reliable transportation

**PREFERRED SKILLS**

- Self-starter and self-motivated
- Strong communication skills
- Organized
- Willingness to learn new skills
- Strong attention to detail
- Experience with Microsoft Office

*Our Missions: To provide healing for children, adults and families affected by sexual assault and to end sexual violence through counseling, education and advocacy.*