

Social Media and Development Intern

Purpose: To further the mission of The Sexual Assault Center by assisting with social media management, content creation, communication and development activities.

The Sexual Assault Center is a nonprofit based in Nashville, whose mission is: To provide healing for children, adults and families affected by sexual assault and to end sexual violence through counseling, education and advocacy.

Duties and Responsibilities:

- ❖ Work under the supervision of the Communications & Event Specialist and perform tasks as needed - Focus will be social media and communications around upcoming October fundraiser.
- ❖ Social media content creation and scheduling.
- ❖ Assist with event details and fundraising information to participants through telephone calls and emails. Must be comfortable with making phone calls.
- ❖ Attend Development and Staff meetings as needed.
- ❖ Attend and participate in event related activities and meetings as needed.

General Requirements:

The candidate must:

- ❖ Have a baseline knowledge about The Sexual Assault Center and the issue of sexual abuse.
- ❖ Have a great attitude.
- ❖ Be self-motivated and a team player with the ability to remain flexible, and adjust to changing priorities in a fast-paced environment.
- ❖ Have strong attention to detail and excellent problem solving abilities.
- ❖ Have ability to create social media graphics and content on Canva, Venngage or a similar software.
- ❖ Have excellent written and oral communication skills.
- ❖ Have self-discipline and time management skills necessary to work independently.
- ❖ Be proficient in Microsoft Office, Excel, and adept at learning new software.
- ❖ Currently working towards a degree at a university, college, or trade school, in a related field.
- ❖ This internship is open to all majors; emphasis on Nonprofit Management, Fundraising, Event Planning, Communications, Marketing, Business Administration, Operations Management, and Project Management is strongly preferred.

Work Schedule/Time Commitment:

- ❖ Flexible schedule with exact days and times to be determined according to your school schedule before start date.
- ❖ Stipend: This internship is not stipend.

Report to: Events and Communication Specialist

Process: Please submit your resume, a cover letter and the questionnaire below to Imcquire@sacenter.org and dperez@sacenter.org. Based on qualifications and information provided, we will set up virtual interviews. Thank you for your interest in being part of Sexual Assault Center's mission.

Events and Development Intern Candidate Questionnaire

- Name: _____
- School/Major: _____
- Year: _____
- Contact Information: _____
- Ideal Start Date: _____
- Ideal Schedule: _____
- Total Hours Needed: _____
- Program Restrictions:

- Why are you interested in an internship with SAC's Development Team?

- What skills you bring to SAC's Development Team?

- What do you hope most to learn/get out of this internship?

- Do you have any communications or fundraising experience?

- Are you comfortable making phone calls?
