



## Safety Project Intern

Volunteer or Internship Position Description

### *Position & Responsibilities*

---

#### **Role Summary**

The Safety Project Intern assists Tubman's Safety Project staff in providing free representation for low income, domestic violence victims seeking attorneys for Orders for Protection and providing assistance for staff with administrative tasks, data entry, and communications.

#### **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*

---

#### **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, approximately 8-10 hours 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*

---

For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.