

Peaceful Paths Domestic Abuse Network: Fundraising, Special Events, & Donor Cultivation Internship

<http://www.peacefulpaths.org>

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Overview & Mission: Peaceful Paths is the certified domestic violence center that serves survivors of domestic violence in Alachua, Bradford, and Union counties. Peaceful Paths provides a wide range of services including emergency shelter, 24-hour helpline, victim advocacy, children's programming, education and training, crisis counseling and support groups, community awareness and intervention, and violence prevention programs. Our mission is to promote relationships free of violence and control by providing a safe place to receive intervention, advocacy, and education services using prevention strategies and community partnerships.

Number of Credits: 1 credit = 3 hours per week = 45 hours per semester; 2 credits = 7 hours per week = 90 hours per semester; 3 credits = 10 hours per week = 135 hours per semester. Interns keep track of hours using monthly in-house volunteer timesheets.

Schedule Requirements: This internship requires a 15+ hour/week commitment, with a two-semester commitment preferred.

Prerequisites/Qualifications:

Strong communication skills, basic understanding of the mission, and the ability to manage multiple projects effectively. High energy, excellent time management skills and independent thinker. Interns can be students working toward a degree or have extensive skills in Non-Profit Management, Fundraising, Marketing, Advertising, PR, Communications, Journalism, and/or Women's Studies but all backgrounds will be considered.

What activities will the intern take part in, and how do they relate to Women's/Gender studies?

Interns will complete various tasks as directed by center staff:

- Program support (assisting with donations, cleaning/organizing facilities, event support, marketing and social media support, providing childcare activities, community education tabling, etc.)
- Direct advocacy with program participants after appropriate training and certification (completing intakes, answering the help line, support group facilitation, violence prevention education, etc.)
- Plan, set up, and execute agency fundraising events which includes attending all fundraising events hosted by Peaceful Paths.
- Solicit sponsorships and in-kind requests (via written and in-person communication).
- Manage donor management (E-tapestry), event management (Greater Giving), and project management (Airtable) software.
- Draft and proofread professional correspondence to donors, sponsors, and community partners

- Manage fundraising and event email.
- Coordinate closely with Social Media intern to insure proper coverage of events and campaigns on our social media platforms and newsletter.
- Utilize Canva Program to design graphics and collateral as needed
- Other duties related to position as requested by Director.
- Represent agency at tabling events in the community as needed.

We serve survivors of all genders, with a majority of them identifying as women. We are a women-led organization, that operates from an empowerment model, with services being designed to increase safety, establish support, and create a path to self-sufficiency for survivors and their children.

Application Process: All prospective interns must complete the Peaceful Paths Volunteer Application on our website (<https://www.peacefulpaths.org/volunteerapplication>) and email their resume and cover letter to volunteer@peacefulpaths.org . We would recommend applying 2-3 months before the start of the semester you wish to begin interning to give our team time to look over the application materials and perform interviews as appropriate.