

**Title:** Education Intern – Fall 2025 (Unpaid)

**Summary:** The Safe Harbor Education Intern will work closely with the Education Coordinator to oversee the development, coordination, implementation, and evaluation of domestic abuse education content for staff development and community engagement. The interns’ functions include but are not limited to data entry, VSP approved document submission, PowerPoint edits and presentations, translations, and community engagement (Tabeling, speaking requests) as well as facilitating partnerships with groups that may interface with victims of domestic abuse such as health care providers, law enforcement, social service agencies, faith communities, and other non-profit organizations and businesses.

This is a part-time, unpaid position.

Reports To: Education Coordinator (Marcela Roman) and Education Program Manager (Omar Jalil)

**Job Responsibilities:**

* Assist in translating necessary documents and presentations into Spanish.
* Actively pursue opportunities and maintain collaborative partnerships with community groups that intersect with survivors of domestic abuse to provide domestic abuse-specific training and Safe Harbor services.
* Attend speaking requests for domestic abuse education and outreach at education-based tabling events.
* Assist in editing culturally relevant and trauma-informed content and curriculum for Safe Harbor’s educational programming for clients, staff, volunteers, interns, and community members.
* Work with the education coordinator and other direct service leaders to submit essential VSP documents for internal staff training.
* Provide technical support, statistical tracking, and documentation of completion for the DA online education course or subsequent trainings.
* Collaborate with the Education team to develop and implement a strategic and comprehensive education and prevention plan for the Safe Harbor service area of Greenville, Pickens, Anderson, and Oconee counties.
* Participate in Safe Harbor staff meetings, team meetings, training, and continuing education.
* Enthusiastically supports and models the vision and mission of Safe Harbor to staff, clients, and community.
* Perform other tasks and responsibilities as assigned by the supervisor.

**Essential Qualifications:**

* Bilingual in Spanish required.
* Undergraduate level (preferred semester junior or senior).
* Excellent communication skills: verbal and written. Public speaking experience preferred.
* Must work well independently and with a team. This position works primarily outside an office (from home and in community-based settings). Candidates must display initiative, integrity, and dedication to this position.
* Ability to relate to others empathetically, non-judgmentally, and supportively.
* Possess a valid SC Driver’s License and/or reliable transportation for work-related travel.
* Ability to work flexible hours, including some evening and weekend hours.
* Ability to pass contingent screening of criminal background check and drug test



Intern Signature Date