Sanctuary for Families is dedicated to the safety, healing and self-determination of victims of domestic violence and related forms of gender violence. Through comprehensive services for our clients and their children, and through outreach, education and advocacy, we strive to create a world in which freedom from gender violence is a basic human right.

Sanctuary’s Development and Communications Department is looking for a fall intern to assist the Director of Corporate and Volunteer Relations and the Manager of Volunteer Relations with a wide-range of projects. The intern will assist the Volunteer Program team with general volunteer placement responsibilities and a variety of task-specific projects. This is a fantastic opportunity to learn about development, volunteer management, and the administration of a large community-based nonprofit. If interested, they also have the opportunity to provide one-on-one tutoring assistance and/or childcare to children receiving on-site services.

The intern’s responsibilities would include:

* Assisting with the outreach, follow-up and placement of potential volunteer candidates
* Creating volunteer postings and uploading them on different volunteer networking websites
* Research projects to enhance and update current Volunteer Program procedures
* Editing, writing and updating materials
* Administrative assistance
* Database management

Location: Remote