

Ahimsa House
Position Announcement: Non-profit Management Intern
Openings: 1 per semester

Length: Minimum of one semester

Location: Ahimsa House administrative office in Decatur, GA. Occasional Travel

Hours: Flexible (office open Mon-Thur). Minimum 15 hours per week

Wage: Unpaid

Duties and Responsibilities:

Work closely with Director of Program Services on projects that may include:

- Program development, database management, project management and community outreach
- Updating and maintaining social media platforms
- Assisting in planning and executing fundraising events
- Donor acknowledgement
- Writing and publishing Ahimsa House newsletter, e-news, and/or direct mail campaign
- Volunteer management and working with a dynamic group of volunteers
- Day to day operations

Additional opportunities may include:

- Attending local Family Violence Task Force meetings
- Assisting with special events
- Transporting animal victims of domestic violence
- Staffing Ahimsa House informational booth at community events

Knowledge and Skill Requirements

- Familiarity with Microsoft Office, including ability to manage data in Excel
- Strong interpersonal skills
- Excellent written and verbal communication skills

How to apply:

Please e-mail cover letter and resume to Shannon Oxford at shannon@ahimsahouse.org