

Peace at Home Family Shelter

Operations Intern

Peace at Home Family Shelter is an emergency shelter and service organization for families fleeing domestic violence. Peace at Home has a fast-paced work environment, and we seek talented team members who crave learning new skills and aren't afraid to tackle big projects. As an intern you will get to work with a variety of our staff, while working on real projects that will help us grow.

Responsibilities include but are not limited to:

1. Create unique Instagram content including feed, stories, reels, and IGTV.
2. Stay up to date with our thrift store intake and schedule.
3. Monitor Instagram DM's and customer communications. Respond to comments, inquiries, and engage with our Peace at Home community via social media platforms.
4. Build a bigger following and engagement for our social media.
5. Plan, create, and coordinate material for our social uses.
6. Assist in creating a social media strategy for our thrift store platform on Instagram or even start a Tik Tok, etc.
7. Analyze all social media analytics and tools to ensure efficiency and effectiveness of platforms.
8. Write relevant content by utilizing the proper voice of Peace at Home and using our empowerment model.
9. Use various digital publishing platforms to create structured drafts and for organized scheduling capabilities.
10. Create a weekly/monthly content calendar and execute all aspects of such content for publication.
11. Stay up to date with all Domestic Violence information.
12. Attend weekly team meetings.

What We Require:

1. Background in Marketing, Business, Communications, Fashion, Social Sciences, or other related disciplines.
2. Strong communication skills.
3. Proficient in Microsoft Office Suite.
4. Organized, with an ability to prioritize time-sensitive assignments.
5. Creative and flexible.

6. Interested in the issues of domestic violence, homelessness, and poverty and a generally social justice minded individual.
7. Interest in nonprofit management and community development.
8. Background check.

The expectation for this role is between 12 and 15 hours per week both in-person and remote. In-person hours include time spent at meetings and at our thrift store.

We value all our interns and go the extra mile to make sure you receive a learning experience that fits your career goals. Through this internship, you will become knowledgeable in online communication, social media development, and retail strategy. You will also learn how to work in a professional environment and have ample opportunity to network with other professionals in the nonprofit field.

Compensation: Unpaid

Term: One to Two Semesters

To apply, email resume and cover letter to our Volunteer Coordinator at mcaporaso@peaceathomeshelter.com.

Questions about the internship can be sent to the same email address.