



Safety Project Intern

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Safety Project connects low-income victims of domestic violence with attorneys to represent them in their Order for Protection cases. The Safety Project Intern assists Tubman staff with administrative tasks such as processing client intake referrals, data entry, tracking volunteer attorney participation, and client correspondence. This is a hybrid position (remote and on-site at So. Mpls location).

Impact & Benefits

- Assist clients in navigating through a potentially intimidating and confusing court process
- Help clients explore their legal options and provide information and referrals as needed
- Learn about legal issues concerning domestic violence and the civil court process
- Gain experience and learn about the vital role of legal services in a non-profit organization

Position Responsibilities

- Assist staff with client intake by helping to process incoming referrals and coordinate legal services for clients
- Provide administrative support including database entry for grant reporting purposes, assisting program staff in coordinating trainings and recognition events for volunteer attorneys
- Adhere to agency guidelines regarding professional boundaries, ethics, and confidentiality
- Attend weekly team meetings on Tuesdays from 10-11:00 am

Qualifications & Expectations

Position Qualifications

- Strong oral and written communication skills, ability to maintain confidentiality
- Excellent organizational skills, time management, and attention to detail
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Awareness of issues affecting low-income clients and their families
- Comfortable with technology, including basic computer programs and databases
- Interest in domestic violence, legal issues, and community resources

Time Commitment & Availability

- Weekday, daytime availability, 12 – 15 hours per week for a minimum of 8 months

Supervision & Training

- The Safety Project Intern is supervised by the Legal Services Coordinator
- Attend Tubman's Intern and Volunteer training series

Organization

Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. www.tubman.org

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.