



## **Project Volunteer or Intern**

*(Indirect service - number of positions dependent on current project needs)*

### **Description**

Haven is the Gallatin Valley's non-profit serving survivors of domestic violence, sexual assault, stalking, and sex trafficking. Founded in 1979, Haven provides a 24-hour support line, emergency shelter, legal advocacy, counseling, and support groups for survivors of family violence. Haven also works towards prevention and education.

Project Volunteers and Interns work with an indirect service staff member to support a one-time project. Please refer to the list of our current project needs in the next section and let us know which projects are of most interest to you in your application!

### **Training and Meetings**

- Meet with the Engagement Coordinator for an informational meeting prior to training
- Attend one of Haven's quarterly Volunteer and Internship Weekend Trainings
- Participate in an orientation and training with your supervisor
- Participate in ongoing meetings with your supervisor as needed

### **Current Projects and Hours**

#### **Events Support**

- Supervisor: Events and Corporate Partnerships Coordinator
- Desired start date: ASAP
- Required hours: 2-4 hrs/week, with longer hours on some weeks
- Duration: Approximately 3 months
- Responsibilities:
  - Support the planning of various fundraising, donor appreciation, and community outreach events throughout the year
  - Run errands and make deliveries as needed
  - Provide support the day of and during events

#### **Grant Support**

- Supervisor: Grants Manager
- Desired start date: ASAP
- Required hours: 2-4 hours per week
- Duration: 6 months
- Responsibilities:
  - Identify leads for private foundation grants; create overview of foundations
  - Review and offer edits to grant proposals
  - Enter all grants into our database
- Desired skills:
  - Strong organization and editing skills

#### **Graphic Design Support**

- Supervisor: Communications Director
- Desired start date: Start of the spring semester

- Required hours: 2-4 hours per week
- Duration: Semester
- Responsibilities:
  - Create graphic design materials for Haven's programs
  - Design social media graphics
- Desired skills:
  - Organized and efficient
  - Design ability
  - Familiarity with Canva and ability to use our templates
  - Responsive

### **Program Evaluation Support**

- Supervisor: Program Director
- Desired start date: ASAP
- Required hours: Program Evaluation Project - 18 to 28 hours total | Ongoing - 2 hours per month for meetings and minutes
- Duration: TBD by volunteer availability
- Responsibilities:
  - Research program evaluation models and create summaries, pros and cons, applications, etc.
  - Consolidate the Domestic Violence Response Team (DVRT) binders
  - Take meeting minutes and manage ongoing communication for the DVRT
- Desired skills:
  - Organized and efficient
  - Research skills and experience
  - Curious, personable, and patient

### **Other**

- Check in with supervisor and/or other Haven staff as needed for support in maintaining self care and personal boundaries while providing service

### **Physical Demand and Work Environment**

This position may require sitting, walking, navigating stairs, answering and dialing a phone, talking one-on-one in close proximity in a usually quiet environment, driving, and lifting and moving items - which at times could be heavy . Reasonable accommodations will be made to enable all individuals to perform the essential job functions.

### **How to Apply**

- Submit the online Volunteer and Internship Application found at [havenmt.org/join-our-team](https://havenmt.org/join-our-team)
- Please list the project(s) of most interest to you in your application.