Organization Name: Girls Incorporated of Greater Atlanta

Address: 1100 Spring Street NW, Suite 700, Atlanta, GA 30309

Mailing Address (if different):

Phone: 678-686-1740
Fax: 678-686-1759
Web site: www.girlsincatl.org

Internship Supervisor: Gabrielle Stewart

Supervisor’s contact information including e-mail.
678-686-1740 x14
gstewart@girlsincatl.org

Organization’s Mission Statement:
It is the mission of Girls Inc. of Greater Atlanta to inspire all girls to be strong, smart and bold.

Summary of organization’s primary programs and services:

Girls Inc. provides after-school, summer and outreach programs designed to promote self-confidence, independence and self-sufficiency in girls 6-18. Programs include teenage pregnancy prevention, science and math education, sexual abuse prevention and many others.

It is our vision to be the premier girl serving organization that helps girls to recognize their rights and reach their full potential. We do this with a combination of facility based and outreach programming. We help girls manage the roadmap for life.

Intern’s title: Administrative Intern

Internship project/job description:

This internship will provide an overview to the programmatic, volunteer engagement and fund development activities implemented by our agency. The intern should enjoy working with people and want to learn about the nonprofit sector.
Principal Responsibilities:

- **Programmatic Support** – Working with Marietta Center Program Staff during summer camp activities (approximately 130 girls) to gain an understanding of girl friendly programming and youth serving non-profit activities.
  1. Leads daily summer program activities for girls.
  2. Helps to maintain high standards of program and safety at all times.
  3. Helps to ensure programs activities are diversified and innovative; designed to meet the special needs of girls; are developed with girls’ involvement and participation.
  4.Involved in the evaluation of programs.

- **Fund Development Activities** – Working within the Development Department to understand and identify income streams and processes for raising funds to meet the agency’s yearly budget.
  1. Create and revise standard acknowledgement, cultivation, and stewardship letters and note cards semi-annually or as needed.
  2. Produce list of constituents for segmented mail appeals and communications.
  3. Generate accurate analytic donor reports as requested to measure progress towards goals; to assess effectiveness of development activities and to estimate potential.
  4. Prepare background briefs for board members prior to individual, corporate or foundation funder meetings.
  5. Maintain and update key fundraising and organizational support materials.
  6. Assist with the drafting of letters, reports, funder briefs, and other donor communications as deemed necessary by Fund Development Director.
  7. Support special events as needed.
  8. Work as a team member of the Development Team in developing strategic and operational plans and in assuring progress in achieving goals and objectives.
  9. Participate in discussions, providing information and input to Fund Development Director and supports the organization and all of its development/marketing activities.

- **Administrative Support** – Working with staff to gain understanding of the back office support needed to maintain the agency’s daily functions.
  1. Provide light clerical support/data entry as needed and assist in all administrative and program operations.
2. Update all internal and external marketing materials, website and Facebook pages

Qualifications:
- Enjoys working with children.
- Some knowledge of developmental stages preferred.
- Must be computer literate, with excellent skills in Word and Excel. Proficiency in email and Internet software needed. Knowledge of Mail Merge, Powerpoint, Publisher and Facebook desired.
- Must be able to provide friendly customer service to all visitors and callers.
- Familiarity with basic office procedures and protocol.
- Ability to establish and maintain good working relationships.
- Ability to take initiative and work independently with minimal supervision.
- Demonstrated ability to manage multiple projects and achieve specific goals.

Other requirements for position (security check, drug screen, immunizations)
  Must pass a basic background check.

Will the internship require that the student have a car?
  The student must have transportation to and from our Spring Street office (1100 Spring St. NW, Suite 700, Atlanta, GA 30309) or our Marietta office (461 Manget St., Marietta, GA 30060).

Is placement site accessible by public transit or other transportation options?
  Both offices are accessible via MARTA and/or CCT.
Girls Incorporated of Greater Atlanta is a local affiliate of the national nonprofit organization Girls Incorporated®, which consists of more than 200 affiliates and more than 1,000 sites nationwide. Girls Incorporated of Greater Atlanta’s mission is to inspire all girls to be strong, smart and bold. The organization serves more than 5,500 different girls each year through two centers in Cobb County, Cobb County Schools, Marietta City schools, Atlanta Public Schools, and partnership/collaborations with other organizations.

We offer:
- Year-round facility-based after-school and summer programs for girls ages 6-18
- Accessible and affordable outreach programs
- Continuous adult leadership by professional and paraprofessional staff
- Research-based, proven programs that address specific needs of girls

Some of our research-based programs include:

- **Operation SMART** provides girls with hands-on experiences and introduces them to careers in science, math and technology.
  - Damaging myths about “math genes” and cultural patterns perpetuate the cycle of girls being discouraged from taking math and science courses in junior high and high school, a critical path for college success and higher-paying jobs.
  - 25 percent of all U.S. females will drop out of school.

- **Preventing Adolescent Pregnancy** is an abstinence-based outreach program consisting of four comprehensive components that give girls ages 9 to 18 the understanding, information, support and motivation they need to avoid pregnancy.
  - The United States has the highest rate of teen pregnancy, abortion and childbirth of almost all developed countries.
  - Girls ages 10-14 are the only segment of our population for which the pregnancy rate is rising.

- **Friendly PEERsuasion** is a hands-on learning experience about the dangers of drugs and alcohol abuse and provides students with leadership and peer instruction skills.
  - Of prescription drug users, two-thirds are women.
  - 20-30 percent of eighth graders drink excessively and most children take their first drink at age 12.
  - Adolescent females rate themselves less able and competent than adolescent males rate themselves, despite higher academic achievement among females.

- **Economic Literacy** enhances girls’ financial competence and confidence while empowering them to recognize early on that they can exercise control over their financial future.
  - Girls are empowered with a sense of economic justice.
  - Girls learn to use basic economic concepts to make decisions about earning, saving, spending and sharing money.

- **Media Literacy** encourages girls to examine how media messages are constructed, how these messages reflect social values, and how girls’ active participation can influence the messages – and the values.
  - Girls learn skills for interpreting media messages to determine the purpose and intended audience.
  - Girls gain understanding of how to create and influence media messaging.

- **Kid-Ability!** is a child sexual abuse prevention program.
  - One girl in four is sexually molested by age 18.
  - About one youngster in three is a so-called “throwaway”. It’s either a child fleeing intolerable home conditions who is not reported missing by parents, or one literally forced out of the house to fend for him/herself.

- **Sporting Chance** teaches the importance of physical fitness and encourages girls’ interest in sports.
  - Girls are not given the same encouragement to participate in sports or to be concerned about fitness as boys are.
  - Only one out of three participants in high school athletics is a girl.

Girls Incorporated receives approximately 23 percent of its funding from the United Way. Low per-participant member fees cover about 7.6 percent. The remainder of the annual budget is supported through generous donations.
from individuals, businesses, corporations, and private or public foundations. Our ability to acquire these gifts and donations directly impacts the number of girls we can reach each year. So, our challenge is to maintain and expand services. Serious work demands serious support. Please let us know of your interest in making a real difference in our community. If you like, we can help match your gift to directly support girls with scholarships or to fund a program or specific event. Thanks for helping to “give girls wings™.”