Organization Name: Families First, Inc.

Address: 1105 West Peachtree Street
Atlanta, GA  30309

Phone: 404.853.2800, or 404.853.2819
Fax: 404.759.2748
Web site: www.familiesfirst.org

Internship Supervisor: Teri L. Lewis
Director
Healthy Families and Relationships (formerly Parenting and Family Life Education)

Supervisor’s contact information including e-mail.

tlewis@familiesfirst.org
404.853.2819
770.309.0808 - cell

Organization’s Mission Statement:
To ensure the success of children in jeopardy by empowering families.

Summary of organization’s primary programs and services:
We have three impact areas:

- Child and Youth Permanency – including group homes, foster care, adoption and permanency work.
- Family Empowerment and Sustainability – including supportive housing, transitional living, case management and education
- Healthy Families and Relationships – including pregnant and parenting teens, school-based initiatives, early childhood education, counseling and parenting education

Intern’s title: Program Support Specialist
Number of interns requested by this organization? 1

Internship project/job description:

The Emory intern will have four main responsibilities:
- Conduct research on programs, data and literature related to the program area of her/his interest;
- Assist in contacting current and former clients to solicit feedback;
- Plan programs, including focus groups, educational events and/or celebrations
- Administrative support for program area

Qualifications:
- MS powerpoint and/or publisher skills
- Strong listening and empathy
- Cultural competency, awareness and sensitivity
- Passion, commitment and discipline

Other requirements for this position:
Yes, because we work with children, the intern will have to participate in/pass a drug screen, basic health screen for communicable diseases, driving record, and criminal background check.

Will the internship require that the student have a car?

Not necessarily. But, the intern must be able to travel on MARTA.

Is placement site accessible by public transit or other transportation options?
Yes