Organization Name:  Foundation Center-Atlanta

Address:  50 Hurt Plaza, Suite 150
          Atlanta, GA 30303

Mailing Address (if different):

Phone:  404-880-0095
Fax:  404-880-0087
Web site:  http://foundationcenter.org/atlanta

Internship Supervisor:  Stephen Sherman, Reference Librarian

Supervisor’s contact information including e-mail.

   404-880-0094 x16
   scs@foundationcenter.org

Organization’s Mission Statement:

   The Foundation Center-Atlanta is one of five library/learning centers
   operated by the Foundation Center, a national 501(c)(3) nonprofit
   organization headquartered in New York. The Center is dedicated to
   strengthening the social sector by advancing knowledge about philanthropy
   in the U.S. and around the world.

Summary of organization’s primary programs and services:

   Established in 1956 and today supported by close to 550 foundations, the
   Foundation Center is the leading source of information about philanthropy
   worldwide. Through data, analysis, and training, it connects people who
   want to change the world to the resources they need to succeed. The Center
   maintains the most comprehensive database on U.S. and, increasingly, global
   grantmakers and their grants — a robust, accessible knowledge bank for the
   sector. It also operates research, education, and training programs designed
to advance knowledge of philanthropy at every level. Thousands of people visit the Center's web site each day and are served in its five regional library/learning centers and its network of 450 funding information centers located in public libraries, community foundations, and educational institutions nationwide and beyond.

Intern’s title: **Research/Information Technology Intern**

Number of interns requested by this organization? **1**

Internship project/job description:

The research/information technology intern will assist the reference librarian on key research initiatives and lead in the development of new data resources for our target audiences in the nonprofit and social sector. The intern may also be asked to provide support for office technology and participate in staffing the library reference desk.

**Potential projects/duties include:**

- Assisting in the production and redesign of the annual Key Facts on Georgia Foundations report and other research projects
- Creating mapping tools utilizing data from the Foundation Center and other sources for use by area nonprofit organizations and designing a web interface for these resources to be incorporated into the Foundation Center-Atlanta web site
- Upgrading the library’s lending and visitor databases to utilize patron and item barcodes
- Providing regular maintenance of office technology and some IT training for office staff

**Qualifications:**

- Excellent written and verbal communication skills
- Strong analytical and problem solving capabilities
- Ability to work independently or in a small team environment
- Experience with the Microsoft Office suite, including database design in Microsoft Access (or equivalent software)
- Knowledge of HTML, CSS, and accompanying web standards
- Familiarity with web authoring and data visualization tools

If there are other requirements for this position, security check, drug screen, immunizations, please note them here:

Will the internship require that the student have a car? No

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

Yes – the office is located within 5-min. walk of the Five Points MARTA station.