Organization Name: The Frazer Center

Address: 1815 S. Ponce de Leon Ave. NE
Atlanta, GA  30307

Phone: 404-377-3836
Fax: 404-373-0058
Web site: www.thefrazercenter.org

Internship Supervisor: Trace Haythorn, Ph.D.
Executive Director

Supervisor’s contact information including e-mail.
(o) 404-377-3836, x 16
t.haythorn@thefrazercenter.org

Organization’s Mission Statement:
“The Frazer Center is an inclusive community where people at all levels of ability and
disability gather, learn, and flourish together.”

Summary of organization’s primary programs and services:
- Inclusive Child Development Program (children 6 weeks-5 years; 13 classrooms)
- Adult Day Services Program (life skills, workshop and supported employment for
  adults with disabilities, aged 20-70)
- Cator Woolford Gardens (formal gardens for hosting weddings and other events)
- Frazer Forest (39 acres of old growth forest)

Intern’s title: Development & Communications Intern

Internship project/job description:
The Frazer Center is currently developing a database of donors and a comprehensive
communications plan. The Development and Communications Intern will help implement
both while also learning about the full range of services offered. Each week, the intern
will serve within a program area to learn about the central practices and concerns of
serving children and adults with disabilities. Because part of the communications plan
involves public advocacy, the intern will also have the opportunity to help implement strategies related to advocacy for people with disabilities. We also strive to foster a culture where all of us serve as needed, thus “other duties as assigned or as needed” is true for all employees.

**Qualifications:**
- Good interpersonal skills, including a sense of humor;
- A basic understanding of disabilities and the strengths/needs of people with disabilities;
- Excellent writing skills and working knowledge of Microsoft Office;
- Experience with ETapestry a plus but not required;
- Graphic, layout, and photography skills a plus but not required;
- Professionalism and flexibility a must.

**Other requirements for this position!!**
The Development and Communications Intern will be required to provide a background check, pass a drug screen, and show evidence of immunizations.

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

Is placement site accessible by public transit or other transportation options?  
Yes – Emory Cliff. (Walk from Clifton Rd. and Ponce de Leon Ave.)