Servant Leadership Summer Internship Placement Site  
Job Description Information Sheet  
Summer 2011

Organization Name: Georgia Forward

Address:  
50 Hurt Plaza, Suite 110  
Atlanta, Georgia 30303

Phone: 404-658-1877  
Fax: 404-658-1919  
Web site: www.georgiaforward.org

Supervisor’s contact information including e-mail.

Amir Farokhi, Executive Director: amir@georgiaforward.org

Organization’s Mission Statement:
GeorgiaForward, Inc. (“GeorgiaForward”) is a non-partisan, non-profit organization committed to improving the state of Georgia by engaging business, government and civil society leaders to address the biggest policy challenges facing Georgia and collaborate on innovative solutions for the state's long-term success.

Summary of organization’s primary programs and services:

Among Georgia's disparate stakeholders, GeorgiaForward seeks to foster an atmosphere of engagement, cooperative leadership and enlightened problem-solving. Each year, in furtherance of these goals, GeorgiaForward hosts its GeorgiaForward Forum.

GeorgiaForward seeks a highly motivated, curious and dedicated person to serve as an Intern. The unpaid position will be responsible for (1) assisting in program development and communications for the 2011 GeorgiaForward Forum as well as helping arrange Forum logistics; (2) assisting in the communications and implementation of monthly conference calls; (3) basic administrative tasks in furtherance of GeorgiaForward’s day-to-day
activities. The Intern will work directly with GeorgiaForward’s Executive Director and will be expected to assist with a wide range of activities within the spectrum of GeorgiaForward’s programming, communications (including social media) and fundraising. Opportunity for travel within the state of Georgia may arise.

**Intern’s title:** Georgia Forward Intern

Number of interns requested by this organization? 1

**Internship project/job description:**

The successful candidate will be responsible for the following:

- Development of at least one breakout session for the 2011 Forum (e.g., Toward More Ethical Governance);
- Update and maintain contact database;
- Some communication with prospective Forum attendees, Forum speakers, Forum sponsors and other constituents of GeorgiaForward;
- Some basic administrative tasks;
- Basic website editing;
- Gathering information and content for newsletter and social media initiatives;
- Social media updates;
- Drafting 2011 Program language;
- Working with ancillary marketing staff; and
- Engaging in other activities as directed by the Executive Director.

**Qualifications:**

- Proficiency in Microsoft Office, Microsoft Excel & Microsoft PowerPoint;
- Ability to learn new web-based tools and software including CityLight;
- Strong writing, speaking, and grammar skills;
• Currently enrolled in an undergraduate or graduate degree program or recently graduated from an undergraduate or graduate program;
• Preferred ability to work as Intern through mid-August 2011 (though this is flexible); and
• Interest in statewide public policy issues.

Knowledge, Skills and Abilities

• Demonstrated ability to take initiative and work well solo or as part of a team;
• Demonstrated ability to work effectively with multiple, concurrent deadlines;
• Understanding of and experience with web and email communications tools required;
• High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative required;
• Professional attitude;
• Ability to keep organized and up-to-date records; and
• Strong computer literacy is essential: Mac and PC; MS Office

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