Organization Name: Grant Park Conservancy

Address: PO Box 89189, Atlanta, GA 30312
Mailing Address (if different): Same
Phone: 404.521.0938
Fax: n/a
Web site: www.gpconservancy.org

Internship Supervisor: Jana Miles, Acting Executive Director
Supervisor’s contact information including e-mail: Jmiles@gpconservancy.org, 404-401-3006 (cell)

Organization’s Mission Statement: To preserve, promote and enhance historic LP Grant Park, the oldest public green space in the Atlanta parks system.

Summary of organization’s primary programs and services:
1. Re-forestation. The Conservancy actively seeks partnerships and support to restore Grant Park’s forest which is in decline due to age, urban stress and prolonged drought. In 2010, 61 trees were added to the park and another 100 are anticipated in 2011.
2. Facility Improvement: The Conservancy is currently working with the city and private donors to re-build the park’s single public restroom.
3. Volunteer Work Days. The Conservancy works with local businesses, universities and volunteer organizations to organize work days in the park which enable Atlanta’s citizens to give back to the community, enjoy the great outdoors, and enhance Grant Park through a variety of planting, maintenance and clean-up projects.
4. Summer Shade Festival and Corks and Forks. The Conservancy sponsors an annual arts, music and food festival in August. It is our largest fundraising and friend-raising event of the year and is attended by guests from throughout the Southeast.
5. **Christmas Tree Recycling.** The Conservancy accepts discarded Christmas trees each January which are used to control erosion and provide habitat for small wildlife in the park.

**Intern’s title:** Operations Support Manager

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

**Internship project/job description:**
This position will support all areas of Conservancy operations including membership management, volunteer organization, work day execution, web presence, public relations and board interaction. The intern will work side-by-side with Conservancy staff. Specific special project(s) will be tailored based on intern’s interest and capability as well as operational need.

**Potential projects listed below.**
- Membership management system, including establishing a database and loading initial membership data, creating templates and forms, crafting procedures for on-going membership maintenance, and recommending enhancements to current membership program and processes.
- Volunteer management system, including establishing a database and loading initial volunteer data, recommending volunteer communication and recognition protocols, crafting volunteer job descriptions and identifying sources for recruiting volunteers.
- Communications including content creation for the Conservancy’s various communication vehicles—newsletter, website, facebook—recommendations for improvement and, if the intern has this capability, design and execution of web enhancements.
- Event coordination for Summer Shade Festival including artist and vendor registration and communication, event logistics, vendor and contract management.

This position is ideal for someone aspiring to an operational leadership position in for-profit or non-profit organizations as it is about running the business of the Conservancy and doing so more effectively.

**Qualifications:**
Proficiency with Microsoft Office Suite—Word, Excel, PowerPoint; strong organization and communication skills; interest in learning. Competence with social media and web content management nice to have.

**If there are other requirements for this position, security check, drug screen, immunizations, please note them here:** none
Will the internship require that the student have a car? The intern will need transportation to the park and various committee meetings.

Is placement site accessible by public transit or other transportation options? Yes; there is a Marta stop at 840 Cherokee Avenue, which is the western boundary of the park.