Organization Name: WonderRoot

Address: 982 Memorial Dr. SE Atlanta, GA 30316

Mailing Address (if different): P.O. Box 89108 Atlanta, GA 30312

Phone: 404-254-5955
Fax:
Web site: www.wonderroot.org

Internship Supervisor: Chris Appleton

Supervisor’s contact information including e-mail:
chris@wonderroot.org/404-254-5955

Organization’s Mission Statement: WonderRoot is an Atlanta-based nonprofit arts organization committed to uniting artists and community to inspire positive social change.

Summary of organization’s primary programs and services:
WonderRoot runs a community arts center which offers production facilities to artists, offers arts education and enrichment programs to underserved youth, and facilitates arts-based service programs throughout Atlanta.

Intern’s title: 1) Volunteer coordinator 2) Communications coordinator

Number of interns requested by this organization? 2

Internship project/job description:

1) Intern will have 4 areas of responsibility during internship. They are a) staffing the community arts center b) focus area – volunteer coordination* c) new program/project creation and implementation d) design and implement a fundraiser for WonderRoot with a team of other interns.
2) Intern will have 4 areas of responsibility during internship. They are a) staffing the community arts center b) focus area – communications c) new program/project creation and implementation d) design and implement a fundraiser for WonderRoot with a team of other interns.

*Volunteer coordinator position will be responsible for recruiting, placing and manager volunteers for a variety of service programs and arts center operations.

*Communications coordinator position will be responsible for managing day-to-day external communications about WonderRoot’s programming and service to the public, arts community, etc.

**Qualifications:**

1) Volunteer Coordinator
- Knowledge of Microsoft Office
- Familiarity with Macintosh computers
- Ability to work both individually and on a team
- Ability to multitask
- Must have remote access to email

2) Communications Coordinator
- Knowledge of Adobe Creative Suite
- Knowledge of Microsoft Office
- Familiarity with Macintosh computers
- Ability to work both individually and on a team
- Ability to multitask
- Must have remote access to email
- Must have excellent writing skills

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

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

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