

**Servant Leadership Summer Internship Placement Site  
Job Description  
Summer 2012**

**Organization Name:** Families First, Inc.

**Address:**

1105 West Peachtree Street, NW  
Atlanta, GA 30309

**Phone:** 404.853.2800

**Web site:** [www.familiesfirst.org](http://www.familiesfirst.org)

**Internship Supervisor:**

**Teri L. Lewis**, Director of Healthy Families and Relationships  
[tlewis@familiesfirst.org](mailto:tlewis@familiesfirst.org)  
404.853.2819

**Organization's Mission Statement:**

*To ensure the success of children in jeopardy by strengthening families.*

**Summary of organization's primary programs and services:**

Families First's thirty programs fall into three primary impact areas and departments: Child and Youth Permanency, Family Sustainability and Empowerment; and Healthy Families and Relationships.

**Intern's title:**

Quality Assurance Intern

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

One

**Internship project/job description:**

The intern will be responsible for planning and convening one or more Advisory Committees of program stakeholders, including consumers, funders, and content experts. In order to prepare for the

Advisory Committees the intern will be asked to develop and administer a brief-phone interview with program participants in our Effective and Nurturing Parenting Programs and our Healthy Babies, Healthy Moms programs.

**Qualifications:**

The intern should possess strong: organizational skills, including planning, communication and problem-solving; team-work and communication skills; and Microsoft Office skills, especially MS Word and Excel.

**Other Requirements:**

*Interns must pass a drug screen, health test, criminal background and driving background check.*

**Will the internship require that the student have a car?**

No.

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

Yes.