

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

Organization Name: Foreverfamily

Physical Address:

Foreverfamily National
387 Joseph E Lowery Blvd
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Atlanta, GA 30310

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Web site: www.foreverfam.org

Internship Supervisor:

Beth Wettlin, Program Director
bwettlin@foreverfam.org

Organization's Mission Statement:

To inspire hope in children of incarcerated mothers and fathers, to help the children become successful adults, to strengthen their families and to share our considerable experience with communities worldwide to do the same.

Listed below are the 5 core values which, along with the mission statement, are central to everything the organization does:

Core Values

- **VOICE FOR FAMILIES.** The voices of women, men, children, and families are central to the development of solutions, policy, and social change around issues of families and incarceration. Foreverfamily's own policy and program development and evaluation incorporate these voices and its decision-making keeps family needs and concerns at the center.
- **LEADERSHIP.** Foreverfamily provides leadership **locally and nationally** for families affected by incarceration and promotes leadership development as an organizational priority for staff, Board, and FOREVERFAMILY participants (families, volunteers).
- **ACCOUNTABILITY.** Foreverfamily's work must be results-oriented and effective. We hold one another accountable for our commitments and for high standards of quality performance reflective of a leading organization.
- **BRIDGE-BUILDING.** We must share our skills, insights, and talents with other programs, practitioners, policy-makers, family leaders, and advocates as a way to build bridges across constituencies and take Foreverfamily's work to scale.
- **RESPECT.** Everyone involved with FOREVERFAMILY is a valuable member of the FOREVERFAMILY family and is treated with utmost respect.

Summary of organization's primary programs and services:

Foreverfamily works to ensure that, no matter what the circumstances, all children have the opportunity to be surrounded by the love of family. We focus our efforts on some of the most marginalized children in our society—those with an incarcerated parent or parents—and support them as they, their parents, caregivers and extended families work to remain a family.

With an innovative intergenerational approach, Foreverfamily addresses the full range of issues these children will face to make the biggest impact in their lives. We support *the children* with programs that help them do better in school, expand their horizons and help them feel less alone. We support *grandmothers and other caregivers* so that they stay strong and raise the

children with love. Our programs for *parents* improve behavior in prison and increase their chance of getting jobs and staying out of prison when released.

Programs include an after school program, which meets three days each week during the school year, our family visitation program, which takes children to visit their mothers in two women's prisons on the second Saturday of each month, parenting seminars inside the prisons, and a support group for the caregivers.

Intern's title:

Development Intern, Social Media Intern

Number of interns requested by this organization:

Two

Internship project/job description:

Interns would help with execution of development and media items as designated in Foreverfamily's strategic plan.

The Development Intern will work primarily on fundraising with tasks including, but not limited to:

- Research and planning of special events (ie: dance-a-thon, Foreverfamily yogli-mogli day, dine-out, etc.)

- Research and drafting of small grants/proposals (intern will work alongside National President in this task; all work will be reviewed prior to submittal)

The Social Media intern will focus primarily on PR/communications using popular social media streams with task including, but not limited to:

- Continuously updating/posting to agency's Facebook, Twitter, and LinkedIn pages

- Creatively increasing the interaction between agency supporters/ "friends" via Facebook, Twitter, and LinkedIn

- Weekly posts to Foreverfamily's blog

- Connecting to and collaborating with like-minded organizations and potential agency partners via social media

Both positions will work alongside the Program Director as well as the National President. Both are expected to be chaperones for the Family

Visitation trip on Saturday, June 9th, 2012. While the descriptions and responsibilities listed above will be the focus of the summer internship, please note that all Foreverfamily staff, interns, and volunteers are expected to assist with any agency tasks that may be needed.

Qualifications:

Be currently enrolled and in good standing at their college or university
Have completed at least their sophomore year of college
Exceptional communication skills (both written and vocal)
Technologically oriented—very good with computers and other gadgets; familiar with Word, Excel, Facebook, Twitter, Blogs, and LinkedIn; PhotoShop expertise encouraged
Ability to interact with people from various walks and socioeconomic levels.
Have a valid Driver's License

Other requirements:

Interns must complete a Criminal Background Check and participate in 4 hours of training: 2 hr employee orientation session and a 2 hr agency orientation.

Will the internship require that the student have a car?

Yes.

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

Technically, yes, but past experience has shown this is challenging