

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

**Organization Name: Georgia Conservancy**

**Address:**

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Atlanta, GA, 30308

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

**Internship Supervisor:**

Katherine Moore, Growth Management/Blueprints Program Manager  
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Deanna Murphy, Urban Designer  
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**Organization's Mission Statement:**

To protect Georgia's natural resources for present and future generations by advocating sound environmental policies, advancing sustainable growth practices and facilitating common-ground solutions to environmental challenges.

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

The Georgia Conservancy is a nonprofit organization that collaborates, advocates and educates to protect Georgia's natural environment. Called "the state's most influential environmental organization" by Georgia Trend magazine, the Georgia Conservancy focuses on environmental advocacy, land conservation, coastal protection, growth management, and water quality and supply. This

internship is specifically for a position in the Growth Management program.

The Georgia Conservancy's Growth Management/*Blueprints* program is responsible for the successful operation of *Blueprints for Successful Communities*, Good Urbanism 101, and public education and advocacy on the issues of growth management and quality community design. A Program Manager oversees these program elements and staff support these goals by performing individual responsibilities in a team setting.

*Blueprints for Successful Communities* is a 15 year legacy program of the Georgia Conservancy and is the cornerstone of the Growth Management program. *Blueprints* is a unique growth management program designed to provide community-based planning and design efforts across the state, while placing an emphasis on the protection of natural resources, bringing diverse groups of stakeholders together in the community-driven planning process, and providing educational training on public engagement and quality growth concepts and policies.

**Intern's title:**

Community Planner Intern

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

One

**Internship project/job description:**

The Community Planner Intern position assists the *Blueprints* Team in executing *Blueprints* projects, organizing and holding Good Urbanism 101 classes, and public education and advocacy on growth management issues. Specifically, duties include:

Assisting the *Blueprints* Team in executing *Blueprints for Successful Communities*. Responsibilities include researching and collecting data on *Blueprints* communities, participating in community workshops related to *Blueprints*, creating presentations for *Blueprints* workshops, assisting in the community planning process, and assisting in the development of the final *Blueprints* report – including formatting, editing, and graphic creation.

Assisting the *Blueprints* Team in executing Good Urbanism 101. Responsibilities include updating and preparing course material – including the creation of PowerPoint presentations and marketing material.

Assisting the *Blueprints* Team in engaging community members, political and civic organizations, and peer organizations in promoting growth management issues at the community, region, and statewide level. Responsibilities include developing appropriate educational and advocacy material, monitoring growth management issues around the state, and supporting coverage of these issues through the Georgia Conservancy's website, e-newsletter, and newsletter.

Provide general support to the program, including preparing PowerPoint presentations, updating material for Georgia Conservancy members, supporting regular updates to the Growth Management web pages on the Georgia Conservancy website.

**Qualifications:**

This position is most appropriate for an individual studying in the fields of planning, public policy, government, sustainability, environmental issues, natural resources and/or design (urban design, environmental design, or architecture). The position requires the individual to be well-versed in communicating with a broad and diverse audience in person and in writing. The position requires the ability to manage several tasks simultaneously and the ability to work across the various areas of the Georgia Conservancy's mission. Team work is essential in making the most of a relatively small staff.

**Specific skill requests include:**

- Research and data collection
- Report production, formatting and editing
- Knowledge of Adobe CS5 Photoshop, Illustrator, and InDesign
- Knowledge of ArcGIS
- Knowledge of Microsoft PowerPoint, Excel and Word

*Work hours will include some evening and weekend participation in community meetings.*

**Other Requirements:**

None

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

A car is preferred, but not necessary.

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

Yes, the Georgia Conservancy's office is located just a few blocks north of the North Avenue MARTA station.