

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

Organization Name: Georgia Forward

Address:

50 Hurt Plaza, Suite 110,
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Web site: www.georgiaforward.org

Internship Supervisor:

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Organization's Mission Statement:

Georgia Forward is an independent, non-partisan, non-profit organization committed to improving the state of Georgia by engaging business, government and civil society leaders to address the biggest policy challenges facing Georgia and collaborate on innovative solutions for the state's long-term success. Among Georgia's disparate stakeholders, GeorgiaForward seeks to foster an atmosphere of engagement, cooperative leadership and enlightened problem-solving. GeorgiaForward does not directly implement projects. Rather, we facilitate cross-sector and cross-region conversations and partnerships that, in turn, create and pursue solutions on their own.

GeorgiaForward works to engage civic, business, government and academic leaders to:

- Find a common vision for Georgia;
- Create an environment in which vision and pragmatism trumps political deadlock;

Discuss innovative solutions to our state's challenges; and
Foster communication and goodwill among Georgia's
stakeholders.

Summary of organization's primary programs and services:

Georgia Forward provides a safe space for visionary, non-partisan policy collaboration between business, political, civic and academic leaders within the state of Georgia. Our programming includes: an annual statewide forum that brings together Georgia leaders to discuss Georgia's future; regional and issue based conferences such as a legislative breakfast and an Education Summit; and vision roundtables that focus on critical issues and questions (e.g., rural Georgia, public health and innovation). We are also launching a "Young Gamechangers" program to tap into Georgia's most innovative, knowledgeable action-oriented young leaders.

Intern's title:

EASL Intern

Number of interns requested by this organization:

One

Internship project/job description:

The EASL Intern would be responsible, alongside GeorgiaForward staff, for developing programming for the 2012 GeorgiaForward Forum, which will be highly interactive and look at issues of economic development, education, the future of rural Georgia and public health. The EASL intern will be given an opportunity develop a portion of the Forum of personal interest to the Intern that also fits within GeorgiaForward's work. Moreover, the EASL Intern may be asked to assist with the development of GeorgiaForward's Young Gamechangers program as well as other tasks associated with organizing a statewide meeting (e.g., marketing and meeting logistics). GeorgiaForward will work with the Intern to tailor the internship to the Intern's passions. GeorgiaForward's office has a small staff so the opportunity for diverse and substantive work will be available.

Required Qualifications:

Minimum Qualifications:

Proficiency in Microsoft Office, Microsoft Excel & Microsoft PowerPoint;
Ability to learn new web-based tools and software including CityLight;
Strong writing, speaking, and grammar skills;
Currently enrolled in an undergraduate or graduate degree program or recently graduated from an undergraduate or undergraduate program;
Interest in public policy issues & the role of civil society in shaping a policy agenda.

Knowledge, Skills and Abilities:

Demonstrated ability to take initiative and work well solo or as part of a team;
Demonstrated ability to work effectively with multiple, concurrent deadlines;
Excellent attention to detail;
High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative required;
Creative;
Professional attitude; &
Ability to keep organized and up-to-date records;

Other Requirements:

None

Will the internship require that the student have a car?

No the internship will not require that the student has a car.

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

Yes, the office is a couple blocks from Five Points MARTA Station and not far from Georgia State MARTA Station.