

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

**Organization Name: Grant Park Conservancy**

**Physical Address:**

499 Broyles Street Southeast  
Atlanta, GA 30312-3157

**Mailing Address:**

PO Box 89189,  
Atlanta, GA 30312

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

**Internship Supervisor:**

Alisa Chambers, Director of Operations  
[achambers@gpconservancy.org](mailto:achambers@gpconservancy.org)

**Organization's Mission Statement:**

To preserve, promote, and enhance historic LP Grant Park, the oldest public green space in the Atlanta parks system.

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

Re-forestation. The Conservancy actively seeks partnerships and support to restore Grant Park's forest which is in decline due to age, urban stress and prolonged drought. In 2010-2011, more than 120 trees were added to the park. We hope to add 100 trees per year for the next 3 years.

Volunteer Work Days. The Conservancy works with local businesses, universities and volunteer organizations to organize work days in the park which enable Atlanta's citizens to give back to the community, enjoy the great outdoors, and enhance Grant Park through a variety of planting, maintenance and clean-up projects.

Summer Shade Festival and Corks and Forks. The Conservancy sponsors an annual arts, music and food festival in August. *It is our largest fundraising*

*and friend-raising event of the year and is attended by guests from throughout the Southeast.*

Christmas Tree Recycling. The Conservancy accepts discarded Christmas trees each January which are chipped and spread as mulch in the park.

Grant Park Farmers Market. The Conservancy sponsors a green market in the park each Sunday 10 months of the year. It features locally-grown and produced products, as well as yoga, chef demos, cooking contests, and other special events.

Grant Park Ambassadors. A program through which off-duty police officers are deployed in the park to provide security.

Grant Park Conservancy Consignment Sale. Annual yard sale through which board members and neighborhood residents donate items to be sold to benefit the Conservancy. This event was begun in 2011 by student interns from Emory's Servant Leadership Program and exceeded expectations for funds raised.

**Intern's title:**

Operations Support Manager

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

One to Three

**Internship project/job description:**

This position will support Conservancy operations. The intern will work side-by-side with Conservancy staff. Specific special project(s) will be tailored based on intern's interest and capability as well as operational need. Likely projects listed below.

- Membership management system, including establishing a database and loading initial membership data, creating templates and forms, crafting procedures for on-going membership maintenance, and recommending enhancements to current membership program and processes
- Work day execution, including planning work activities, organizing volunteers and supervising the work.
- Event management for Consignment Sale, including advertising and promotion, organizing the space, collecting and marking items (which are dropped off at the appointed location; travel not required to pick up items) and conducting the sale.
- Farmers Market Support including planning and executing special activities to promote the Conservancy and make the market more interesting and appealing for visitors, manning the Conservancy's booth at the market, and enjoying the food!

*This position is ideal for someone aspiring to an operational leadership position in for-profit or non-profit organizations as it is about running the business of the Conservancy and doing so more effectively.*

**Qualifications:**

Proficiency with Microsoft Office Suite—Word, Excel, PowerPoint; strong organization and communication skills; interest in learning and trying a variety of new things; willingness to pitch in.

**Other requirements:**

None

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

The intern will need transportation to the park and various committee meetings.

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

Yes; there is a Marta stop at 840 Cherokee Avenue, which is the western boundary of the park.