



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

**Organization Name: The Junior League of Atlanta, Inc.**

**Physical Address:**

3154 Northside Pkwy,  
Atlanta, GA 30327

**Phone:** 404.261.7799

**Fax:** 404.814.0656

**Website:** [www.jlatlanta.org](http://www.jlatlanta.org)

**Internship Supervisor:**

Camille Kesler, 2012-13 JLA President

[Camille\\_Kesler@msn.com](mailto:Camille_Kesler@msn.com)

Sharon Klein, JLA Director of Support

[sklein@jlatlanta.org](mailto:sklein@jlatlanta.org)

**Organization's Mission Statement:**

The Junior League of Atlanta, Inc., is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

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

Focused on improving the health, education and welfare of women and children, The Junior League of Atlanta serves as a much-needed volunteer resource and as a catalyst for positive change through our partnerships with more than 90 nonprofit organizations in our community. Last year alone, 1,800 active members provided more than 90,000 hours of volunteer service in the community saving charities more than \$1.8 million. Through our collective force, the League reached more than 650,000 women and children through its volunteer efforts, and raised more than \$700,000 that directly benefited women and children at-risk.

Whether it was improving education through the establishment of the Atlanta Speech School, the Anti-Prejudice Consortium, and AppleCorp; improving the health and well-being of women and children through the creation of

ChrisKIDS, The Atlanta Children's Shelter, Trees Atlanta, or the Atlanta Youth Symphony (which became the Atlanta

Symphony); or providing critical funding and volunteer assistance to hundreds of community agencies, the Junior League of Atlanta has been instrumental in the development of community initiatives and remains at the forefront of making positive change in Atlanta.

**Intern's title:**

Project Intern

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

One

**Internship project/job description:**

In this role, the summer intern will coordinate project activities and deliverables under the leadership of the President of the Junior League of Atlanta and the Director of Support Services. The intern will research preparation for the upcoming League year. In particular, the intern will work on projects involving community outreach, event planning/coordination, marketing, communications, and administration.

**Qualifications:**

Excellent research and organizing skills, good office demeanor, professionalism, and dependability. Ability to work between 9am to 5pm, Monday through Thursday. Helpful if the intern can work occasional afterhours/weekends for special events. In addition to the stated job duties, the intern will also have the opportunity to attend a Board of Directors meeting, Council meeting and staff meetings to gain valuable real-life experience in a non-profit office environment.

**Other Requirements:**

None.

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

It is helpful to have a car, but isn't necessary.

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

Yes, MARTA.