

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

Organization Name: Maynard Jackson Youth Foundation (MJYF)

Address:

100 Peachtree Street
Suite 2275
Atlanta, GA 30303

Phone: 404.681.3211

Fax: 404-523-8006

Web site: www.mjyf.org

Internship Supervisor:

Virgil Murray
vmurray@mjyf.org
404.681.3211

Organization's Mission Statement:

The late Atlanta Mayor Maynard Jackson founded the MJYF in 1992, to enrich the academic experience of underserved and at risk Metro Atlanta high school students. The mission of the MJYF is to build the foundation for youth today to become leaders of tomorrow.

Summary of organization's primary programs and services:

The MJYF Leadership Academy is a two-year fellowship program for high school juniors/seniors where students are taught the skills and principles of leadership, critical thinking, entrepreneurship, community service and college readiness. The goals of the MJYF Leadership Academy are to:

Help more youth graduate from high school with the necessary preparation and support to be successful in college and in the workplace.

Expand higher education access and success for traditionally underserved students, especially low-income or minority students, and those who are the first in their family to attend college.
Increase college success rates so that more students graduate with a college degree.
Help students start preparing for college and life - academically, financially and socially.

Intern's title:

Program Intern

Number of interns requested by this organization?

One

Internship project/job description:

The Program Intern will be a key support person for the Maynard Jackson Youth Foundation (MJYF) programs, reporting to the Executive Director and assisting with administrative, logistical, and other support functions of the foundation. The intern will also work collaboratively with the foundation staff/consultants on activities related to program development, monitoring, and event planning.

Specific duties will include but not limited to:

Administering the MJYF alumni survey and updating the MJYF alumni database.
Compiling a list of community service projects for Leadership Academy students.
Coordinating a one-week summer camp program for high school students.
Support the coordination of an out of town educational field trip for students in the Leadership Academy.
Support the development of a MJYF Alumni program.
Entering survey data for program evaluation.
Support the coordination of the foundation's annual fundraising gala.

Qualifications:

Strong organizational skills and detail orientation
Strong verbal and written communication skills
Familiarity with or interest in working with high school students
Strong research skills and ability to summarize findings

Self-starter and outgoing personality
Undergraduate students majoring in Communications, Social Sciences, Business, Sociology, and Psychology or graduate students majoring in Business Administration, Communications, Public Health, and Education

Other Requirements:

None

Will the internship require that the student have a car?

No

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

Yes