Organization Name: First Step Staffing

Address: 236 Auburn Ave NE
Atlanta, GA 30303

Mailing Address (if different): Same as above

Phone: (404) 577-3395
Fax: (404) 577-3390
Web site: www.firststepstaffing.com

Internship Supervisor: Naomi Maisel | Project Manager and Data Specialist

Supervisor’s contact information including e-mail.
Email: naomi@firststepstaffing.com
Direct Office Line: (404) 439 - 9817
Office Phone: (404) 577 - 3395 x303
Cell: (858) 882 - 7047

Organization’s Mission Statement:

We’re working to secure sustainable income for individuals transitioning from homelessness. Here at First Step we believe that steady and sustainable income is the only permanent, reliable path out of homelessness. We help provide that sustainable income by helping local businesses succeed.

Summary of organization’s primary programs and services:

First Step Staffing connects individuals experiencing homelessness to local jobs in the light-industrial sector. While our jobs range from daily assignments to long-term appointments, our eventual goal is that all employees move on to full-time employment. In addition to connecting employees to available jobs, we also provide them with wraparound services that target the employment barriers that many of them are faced with daily. These services include: job coaching and mentoring, the provision of appropriate work gear, and transportation to and from MARTA-inaccessible clients as well as MARTA cards. For those who are unable to work due to physical or mental limitations, we have three attorneys on-site that walk individuals through the process of applying for Social Security benefits so that they too can secure a sustainable income.
Intern’s title: Grant and Development Intern

Number of interns requested: 1

Internship project/job description:

The Grant and Development intern will primarily be responsible for creating an efficient and user-friendly system within which First Step tracks and manages governmental and foundation grants. Though First Step is able to finance all of it’s day-to-day staffing operations through our model, we rely on community partners to assist with funding the wraparound services that are crucial to our employees’ success. Currently, the information surrounding these grants resides in multiple locations and First Step is spending large sums annually to various companies and individuals to assist in tracking and managing these grants. Thus, it is our hope that the Grant and Development intern will 1) congregate all of the information within First Step’s grasp in a neat and clear manner as well as 2) create a system of operations that First Step employees will follow moving forward when responding to grant reporting. Interns will have the direct support of our Project Manager but are free to have a large amount of creative control when it comes to both data collection and the creation of a sustainable and efficient process. Not only will this position save First Step valuable capital that can then be redirected to assist more employees, but it will also ensure smoother relationships with community and government partners.

Qualifications:

- Proficient in Microsoft Excel, Powerpoint and Word
- Proficiency with Google Drive and related programs
- Strong organizational skills and ability to create systems of organization to properly manage and store data
- Internal motivation and confidence to target present inconsistencies and recommend potential solutions
- Experience with the creation of systematic operations
- Empathy for our clientele and a wish to learn more about them and their experiences

Learning Opportunities:

- Financial structures and considerations in the nonprofit world
- Grant-writing and reporting skills
• Greater understanding of barriers to employment experienced by Atlanta residents
• Systems-based thinking and implementation experience

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

Individuals who apply with First Step are required to complete our employee application which includes a background check, drug screen, and governmental forms.

Will the internship require that the student have a car?
A car is not required. It would be ideal if students can bring a laptop but if not we are happy to supply one.

Is placement site accessible by public transit or other transportation options?
Yes, we are located a block away from the King Station