Organization Name: The Junior League of Atlanta, Inc.

Address: 3154 Northside Parkway, Atlanta, GA 30327

Phone: 404-261-7799
Fax: 404-814-0656
Web site: www.jlatlanta.org

Internship Supervisor:
Sharon Klein, JLA Director of Support Services, Rebekah Henry Murphy, 2017-168 JLA President

Supervisor’s contact information including e-mail:
Sharon Klein 678-916-3102 sklein@jlatlanta.org; Rebekah Henry Murphy, 2017-18 JLA President rebekah.henry@gmail.com

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 education and charitable.

Summary of organization’s primary programs and services:
The Junior League of Atlanta is focused on improving the health, education and welfare of women and children. JLA has undertaken three issues of impact to address critical needs in our community: Early Childhood Education, Commercial Sexual Exploitation of Children, and Generational Poverty. These initiatives address unmet needs in addition to partnering with 90+ nonprofits in the Atlanta metropolitan area. We offer opportunities for training and leadership development, volunteer service and advocacy. All training is free for JLA members and includes Leadership Retreats as well as classes on topics such as financial management, disaster preparedness, board governance and marketing. Three times a year, JLA’s General Membership Meetings spotlight our community issues. Volunteers receive specific training tailored to the various nonprofits in which they have selected and internal JLA Committees provide an opportunity to learn skills such as strategic planning, public speaking, and leadership skills.

Intern’s title: Project Intern

Number of interns requested by this organization? 1

Internship project/job description:
The summer intern will work on projects and deliverables under the leadership of the Director of Support Services and the President of the Junior League of Atlanta. The intern will work on projects involving community outreach, leadership development training, membership engagement, event planning/coordination, and non-profit administration. A lot of preparation is done during the summer to get ready for our new leadership and our fiscal year which begins June 1st. Intern will also get a chance to
participate in a board meeting and our Leadership Retreat if she is available at that time, along with all trainings that are held at Headquarters.

**Qualifications:**
Excellent research and organizing skills, basic computer skills in Office, good office demeanor, professionalism, and dependability. Marketing experience would be very helpful. Ability to work between 9 a.m. to 5 p.m. Monday through Thursday although there is flexibility. Helpful if intern can work occasional after hours to attend our night trainings and Board Meeting and one Saturday to attend Leadership Retreat to gain valuable real-life experience in a non-profit office environment.

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: None

Will the internship require that the student have a car?
Would be helpful to have a car, but isn’t necessary as long as transportation is reliable.

Is placement site accessible by public transit or other transportation options?
Yes, MARTA Bus