Organization Name: First Step Staffing

Address: 236 Auburn Ave NE Suite 203 Atlanta, GA 30303

Phone: 404.577.3395

Web site: www.firststepstaffing.com

Internship Supervisor: Naomi Maisel

Supervisor’s contact information including e-mail.

naomi@firststepstaffing.com
Direct: 404.439.9817
Office: 404.577.3395 x. 303
Cell: 858.882.7047

Organization’s Mission Statement:

We’re working to secure sustainable income for individuals with barriers to employment. This includes those transitioning from homelessness, individuals with criminal backgrounds, veterans, and those with physical and/or intellectual disabilities. 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: Marketing and Outreach Intern

Number of interns requested: 1

Internship project/job description:

First Step staff members work long and hard to ensure that all jobs are filled and that all client needs are met. Unfortunately, this often means that no time is left over to work on telling these stories and sharing our vision with the world. The Marketing and Outreach Intern will be responsible for putting together systems and processes for First Step to improve our community outreach. This includes, but is not limited to, the creation of a style guide and the creation and execution of a social media plan. This position is very flexible in terms of goals, and we’d hope to give this intern agency in developing materials and/or processes that they think would best represent the work we do.

Qualifications:

- Proficient in Microsoft Excel, Powerpoint and Word
- Understanding of current social media platforms and their varying audiences
- 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
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 their own 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 close to both the 5points and Dr. King MARTA stations.