Organizations Name: Gateway Center

Address: 275 Pryor Street, SW Atlanta Ga. 30303

Phone: 404-215-6651

Web site: www.gatewayctr.org

Internship Supervisor: Bec Cranford

Supervisor’s contact information including e-mail.
Rcranford@gatewayctr.org
404-215-6651
Volunteers@gatewayctr.org

Organization’s Mission Statement:
To end homelessness, particularly chronic homelessness...

Summary of organization’s primary programs and services:
Homeless Services.
Please see website for full list.
Intern’s title: Community Engagement Intern

Number of interns requested: 1

Internship project/job description: Intern will assist with community engagement. This will include volunteer management, volunteer engagement, volunteer education, volunteer orientation, and volunteer communications. This will also include event planning. This will also
include procuring in-kind donations and sponsorships of fundraising events. Intern will also assist in various therapeutic programming for clients as well as a weekly clothing closet for clients. This will also include administrative tasks such as data entry and letter writing.

Qualifications: Intern must have strong written and verbal skills. Intern should be willing to learn. Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: No. Will the internship require that the student have a car? No. Is placement site accessible by public transit or other transportation options? Yes.