

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2009**

Organization Name: International Community School

Address: 3260 Covington Highway
Decatur, GA 30032

Phone: 404-499-8969

Fax: 404-499-8968

Web site: www.intcomschool.org

Internship Supervisor: Jeremy Cole

Contact information including e-mail: jbcole100@hotmail.com
404-580-5450 (cell)

Organization's Mission Statement: The International Community School (a DeKalb County Charter School) provides refugee, immigrant and local children with an international education at the elementary school level. The school explores and celebrates cultural differences in a challenging, nurturing and intentionally multi-ethnic environment.

Summary of organization's primary programs and services:

The International Community School is a K-6 public charter school that provides an inquiry-based, holistic education to children from all over the world, using the International Baccalaureate Primary Years Programme (IBPYP) framework. In addition to the basics, all of our students receive second language instruction, as well as art, music, and physical education. The school also provides an after school program, a Reading Recovery program, a school within the school tutoring program, a soccer program, and family support services for our community.

Intern's title: Development assistant

Internship project/job description: The intern will report directly to the Development Coordinator, and will gain valuable experience in non-profit fundraising and development. He/she will be responsible for helping to develop the infrastructure of the development program at ICS. Duties will include (but are not limited to): developing and implementing systems for tracking donations, grants, and reporting requirements; researching new grant opportunities; assisting in the development of PR materials; assisting in writing new grants; contacting potential donors and foundations to support the school; and any other duties as assigned.

Qualifications: Interest in education and the non-profit world, particularly as it relates to development. Basic computer knowledge / skills. A willingness to learn and be part of a team.

Preferred work days/hours: Monday – Friday, 9am-5pm

Will the internship require that the student have a car? No

Is placement site accessible by public transit or other transportation options? Yes, the school is located right next to the Kensington MARTA station.