

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2010**

Organization Name: East Lake Foundation, Inc.

Address:

2606 Alston Drive
Atlanta, GA 30317

Mailing Address (if different):

Phone: 404.373.4351

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Web site: www.eastlakefoundation.org

Internship Supervisor: Brittany Glenn Molinaro, Director of Development

Supervisor's contact information including e-mail:

Brittany Glenn Molinaro
Director of Development
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Atlanta, GA 30317

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Organization's Mission Statement: Founded on the belief that everyone deserves a chance to succeed, the East Lake Foundation (ELF) was established in 1995 to lead the revitalization of Atlanta's East Lake neighborhood. ELF's mission is to help residents break the cycle of poverty through affordable housing, quality education, community wellness and connections with the broader community.

Summary of organization's primary programs and services: Collaborating with residents and public and private partners, ELF transformed one of the nation's most distressed public housing projects into a thriving model for community redevelopment. The new community includes: The Villages of East Lake, an award-winning mixed income community; Drew Charter School, serving 820 students age 3 through grade 8; the East Lake Family YMCA; the East Lake Sheltering Arms Early Learning Center; and the public Charlie Yates Golf Course, home of The First Tee® of East Lake golf and life skills program.

ELF's goals are to develop and raise money for educational, recreational and self-sufficiency programs that help families living in The Villages of East Lake and students attending Drew Charter School break the cycle of intergenerational poverty. Because education is key to rising above socio-economic limitations, many of our programs focus on educational opportunities for youth. ELF collaborates with community partners and volunteers to deliver these programs at little or no cost to families, including:

CREW Teens™: an after school academic support program that helps East Lake teens achieve their potential by providing the tools for success in high school and expanding access to post secondary education. CREW (Creating Responsible, Educated, Working) Teens incorporates community service and leadership training with academic tutoring, SAT preparation and help with college applications and financial aid for high school students who completed 8th grade at Drew Charter School or live in the East Lake neighborhood. This distinctive program is delivering results. CREW Teens has helped its graduates attract more than \$2 million in scholarships and attend more than 30 different colleges, all in just the last two years.

After School Program at Drew Charter School: provides Drew students with enhanced opportunities for educational success through its focus on small group tutoring and homework assistance. In addition to academic achievement, the program also emphasizes physical fitness and enrichment activities. The confidence and skills the students gain through the After School Program impacts their success in the classroom, which is a primary objective of the program. Offered on a sliding fee scale, the program provides parents with a safe and enriching environment in which to leave their children each school day. Drew's After School Program is regarded as one of the most extensive programs of its type within the state.

The First Tee® of East Lake: a year-round program that provides golf instruction, equipment, tournament play opportunities and mentoring at no cost to Drew Charter students and East Lake youth, age 5-18. The program promotes character development and strong values - confidence, honesty and responsibility – while developing golf skills. Participants learn how to transfer those skills to life beyond the course, which encourages them to complete their education and pursue their career aspirations.

East Lake Summer Day Camp: a best-in-class seven-week program that serves more than 180 children ages 6 to 14 years old. The camp is delivered in partnership with the East Lake Family YMCA, which is physically connected to Drew Charter School. Summer camp activities include a balance of fitness, academic enrichment and character development.

Intern's title: Development Intern

Internship project/job description: ELF is seeking an Intern to assist with the Development Office's grants program. Under the supervision of the Director of Development, the Intern would research, write, and submit foundation grant proposals. By receiving guidance from Development staff and working on the research and submission of actual proposals, the Intern will gain significant hands-on experience in the grant writing process.

Specific responsibilities include, but are not limited to:

- Compiling, writing, and editing grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Performing grant prospect research and contributing to ongoing grants calendar.
- Additional duties as needed to assist Development Office.

Qualifications:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Familiarity with the nonprofit sector and institutional funding preferred.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Strong contributor in team environment.

Other requirements for position (security check, drug screen, immunizations): N/A

Will the internship require that the student have a car? The internship does not require for the student to have a car; however, the student must be able to get to the East Lake Foundation office.

Is placement site accessible by public transit or other transportation options? The East Lake Foundation office is accessible by Marta.