

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

Organization Name: National Center for Civil and Human Rights

Address: 50 Hurt Plaza, Suite 110
Atlanta, GA 30303

Phone: 404-658-5902

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Web site: www.cchrpartnership.org

Internship Supervisor: Imara Canady

Supervisor's contact information including e-mail.

icanady@cchrpartnership.org

404-658-5981

Organization's Mission Statement:

Throughout the ages humans have sought to secure a decent and just place for themselves in their community or society. Sometimes to gain that sense of security they have had to fight to change the conditions of their lives. This Center will recognize and tell the stories of the universal search for a secure human existence.

Summary of organization's primary programs and services:

The Center will be a 100,000 sq foot exhibition, event, broadcast, meeting and programming facility located in downtown Atlanta. Currently the Center is undertaking a array of programs and events related to the issues of Civil Rights Movement History and contemporary Human Rights issues in partnership with many organizations.

Intern's title: Programming Associate

Internship project/job description:

Assist the Vice-President of Strategic Partnerships and Programs in the design, development and execution of programs, events and special projects related to the Center for Civil and Human Rights. The Programming Associate would also work with the Center's Programming Committee, a group of Board and non-Board members in the ongoing development and execution of the pre-opening programming roadmap.

The Programming Associate would also research and recommend organizations for partnership with the Center on the local, national and international levels.

Qualifications:

- Knowledge and interest of civil and human rights related issues.
- Strong organizational skills and detail orientation
- Strong verbal and written communication skills
- Self-starter and outgoing personality
- Strong research skills and ability to summarize findings
- Event planning and/or curriculum development experience a plus

Other requirements for position (security check, drug screen, immunizations)

- A security check is required for the position.

Will the internship require that the student have a car?

Not necessarily (see below)

Is placement site accessible by public transit or other transportation options?

Office is located 2 blocks from 3 different MARTA stations and is near several MARTA bus lines.