

**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

Fax: 404-658-1919

Web site: www.cchrpartnership.org

Internship Supervisor: Doug Shipman, Executive Director

Supervisor's contact information including e-mail.

dshipman@cchrpartnership.org

404-658-5992

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: Special Projects Manager

Internship project/job description:

Work directly with the Executive Director to undertake 2-3 special projects over the course of the internship. The special projects will likely include 1) a project regarding the long-term planning of the Center, 2) a short term deliverable from the Center (e.g., project plan for an event or changes to newsletter template and strategy). This position offers the Special Projects Manager the opportunity to understand the demands of the Executive Director position at a nonprofit, specifically in the startup phase. Projects will be jointly defined depending on the specific goals and skills of the person filling the position.

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
- Ability to work on multiple projects simultaneously

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.