

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

Organization Name: International Community School

Address: 3260 Covington Highway
Decatur, GA 30032

Mailing Address (if different): Same as above

Phone: 404-373-4667

Web site: www.icsgeorgia.org

Internship Supervisor: Annie Minor

Contact information including e-mail: annie.minor@intcomschool.org
404-373-4667 ext. 2

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.

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 Intern

Internship project/job description: The intern will report directly to the Development Associate, and will gain valuable experience in nonprofit fundraising and development. He/she will assist the development team in daily activities. The development intern will assist with donor relationships, the donor newsletter, and the donor database through Donor Perfect. The intern will help with all fundraising efforts including building partnerships in the community, planning events, and developing mailings. He/she will assist in researching potential grant opportunities for ICS, and may assist in special projects or events happening in the summer.

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? Yes

Is placement site accessible by public transit or other transportation options? No