

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

Organization Name:

Livable Communities Coalition

Address:

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Internship Supervisor:

John Maximuk, AICP

Supervisor's contact information including e-mail.

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Organization's Mission Statement:

The Livable Communities Coalition works to improve the quality of life in metropolitan Atlanta by sharing and promoting smart growth principles, advocating public policy that promotes smart growth, and supporting projects that accelerate smart growth.

Smart growth principles and practices are key to the Coalition's vision and mission because they promote six goals:

- neighborhoods that are vital, have a strong sense of place and area easy to get around in;
- Access to networks of sidewalks, bike paths, and public transportation;
- cities, suburbs and towns that thrive economically and socially;
- a sense that the benefits of growth are shared equally by residents, newcomers, and workers of all incomes;
- lower costs through efficient use of public infrastructure; and
- Abundant open space.

Summary of organization's primary programs and services:

The Livable Communities Coalition works to implement the six goals of our mission through three main services:

1. Support Exemplary Projects and Smart Growth Regulatory Policies
2. Use Communications/Outreach to Promote and Sustain smart growth
3. Influence Transportation Policy

Intern's title:

Livable Communities Coalition Intern

Internship project/job description:

Background

The Coalition's 2010 Work Plan contains approximately 22 individual elements covering the three main areas service areas (projects/regulatory policies, communications, and transportation policy. In addition, the Coalition takes on small and large scale projects which are consistent with our mission. For these reasons, the Coalition has not specified a single internship project for 2009 candidates. However, the Coalition is offering the opportunity for an undergraduate student to work directly with staff on current work plan items that relate to our mission.

Expectations

The successful candidate will assist the staff with research related to smart growth topics such as transportation/transit, housing, employment centers, affordability, land use, compact development, and local government policy. This work experience will help to provide the student with background on how smart growth is manifest in local and regional policies as well as in real life projects.

The successful candidate will also assist the staff in our communications services. The student will gain experience in how technical and policy issues are shared with a range of audiences. The student will also learn how an advocacy organization communicates with target audiences, with its Board of Trustees, with its member organizations, and with its volunteers.

The successful candidate will be exposed to a wide range of individuals and organizations active in planning and development in the region.

Additionally, the Coalition has hosted two interns since its formation in 2005. As in the past, the Coalition is committed to integrating the intern fully into the organization and also is fully committed to making the internship a sound and significant learning experience.

Qualifications:

In general, successful candidates will possess a basic understanding and or work experience in one or more of the following disciplines (in no order of importance):

- public administration,
- public policy,
- urban planning,
- development,
- public relations,
- communications,
- land use law,
- environmental policy.

Candidates must be able and willing to quickly assimilate into a professional office setting. For this reason, it is preferable that the successful candidate possess previous internship and or work experience in a non-profit organization, local government, regional government, or consulting firm. Candidate must be able to work both independently and in small groups. Candidate must be comfortable with balancing several projects at a given time.

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

The Coalition does not anticipate requirements other than an interview and references.

Will the internship require that the student have a car?

The internship will not require a car. If car travel is necessary, arrangements will be made to reach certain locations. Parking costs and public transit costs at and to the place of employment will not be covered.

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

Yes. The Coalition's office is located directly adjacent to the Midtown MARTA station which provides service to MARTA rail, several MARTA bus lines, and the Tech Trolley. Public transit is encouraged.