

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

Organization Name: **Trees Atlanta**

Address: 225 Chester Ave
 Atlanta, GA 30316

Mailing Address (if different):

Phone: 404-522-4097 main
Fax: 404-681-4909
Web site: www.treesatlanta.org

Internship Supervisor: Robby Astrove & Susan Pierce

Supervisor's contact information including e-mail.
RA, 404-681-4901 SP, 404-681-4896
robby@treesatlanta.org susan@treesatlanta.org

Organization's Mission Statement: Trees Atlanta's mission is to Protect & improve Atlanta's urban environment by planting, conserving & educating.

Summary of organization's primary programs and services:

Award winning non-profit based in Atlanta for 25 years serving communities inside I-285 through:

Tree Planting—2000 trees a year by volunteers and contractors.

Tree Care—comprehensive tree care for health, safety, and longevity.

Arboreta—manages 7 in town neighborhood arboreta and the 22mile BeltLine Arboreta.

Atlanta's Champion Trees—manages data base and activities in support of Atlanta's biggest and culturally significant trees.

Forest Restoration—removal and education about harmful invasive species.

Urban Forestry Education—K-12 and adult programming including school programs, workshops, trainings, conferences, and special events.

Intern's title: Program Intern

Internship project/job description:

- Trees Atlanta is seeking a motivated, self directed individual to assist program staff with implementation of primary programs and services. Intern will perform office and field duties and may assist with administrative tasks when needed.

Qualifications:

- Background/coursework in ecology, environmental studies, plant biology.
- Knowledge of Piedmont native and non-native plants strongly desired. Proficiency with Microsoft Excel and technology.
- Strong organization, communication, and leadership skills.
- Passionate about Trees Atlanta mission.

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

Will the internship require that the student have a car?

A car is preferred.

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

We are accessible by Marta via Memorial Drive bus and are 1 mile from Inman Park Marta station. Our office is in a biker friendly neighborhood.