

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

Organization Name: Atlanta Urban League

Address:

100 Edgewood Avenue
Suite 600
Atlanta, GA. 30303

Phone: 404-659-1150

Fax: 404-659-5771

Web site: www.atlul.org (being updated: new launch May 17, 2010)

Internship Supervisor:

Supervisor's contact information including e-mail.

Organization's Mission Statement:

To enable African-Americans and other under served persons to achieve their highest human potential and secure economic self-reliance, parity, power and civil rights.

Summary of organization's primary programs and services:

The Atlanta Urban League offers programs and services that support its clients' engagement on Pathways to Empowerment through:

- Education/Job Training
- Workforce Development
- Housing & Wealth Creation
- Entrepreneurship
- Healthy Lifestyles
- Advocacy, Race Relations & Community Engagement

Intern's title: Economic Opportunity Roundtable Project Assistant

Internship project/job description:

The Atlanta Urban League Economic Opportunity Roundtable (EOR) is being created to provide a forum for business and community leaders to share ideas and strategies for economic development opportunities that will support sustainable communities with a focus on underdeveloped urban sectors. The Roundtable will consist of a cross section of business, government and community leaders from throughout the Atlanta Metro Region. The purpose of the Roundtable is to:

- Evaluate collected economic development, demographic, and income data obtained by Urban League and the report the Urban League developed you told me about.
- Assist in the development of an Economic Opportunity Strategy/Policy Recommendations for Metro Atlanta coming from update of Urban League report as well as recommendations from EOR participants
- These recommendations will be presented at a region wide meeting and developed into a document for wider distribution and action

Intern Duties and Responsibilities:

- Execute environmental scan of similar initiatives across the country
- Assist in conducting research and gathering demographic, income and economic development data for the region.
- Assist in convening and staff the EOR meetings in metro Atlanta
- Write and assist in the development of notes and outcomes developed from Economic Opportunity Round table Meetings.

Qualifications:

Economics or business major

Strong communication and writing skills

Strong research and analytical skills

Strong people skills and demonstrates professionalism (will be working with top leaders in Metro Area)

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

N/A

Will the internship require that the student have a car? No

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