Organization Name: East Lake Foundation

Address: 2606 East Lake Boulevard
        Atlanta, GA 30317

Phone: (404) 373-4351 (Main line to Foundation)

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Web site: www.eastlakefoundation.org

Internship Supervisor:
    Jennifer W. McCrary
    Resident & Community Support Program

Supervisor’s contact information including e-mail:
    (404) 679-5372 (direct line)
    (404) 373-9598 (general office)
    jmccrary@eastlakefoundation.org

Organization’s Mission Statement:

The East Lake Foundation helps families build better lives and children reach their highest potential through its holistic approach to community revitalization incorporating cradle to college education, mixed income housing and community wellness.

Established in 1995, the Foundation turned one of the nation’s most violent public housing projects into a national model for community redevelopment. East Lake has evolved from being a great example of community redevelopment into being a great neighborhood in its own right. By working with residents and expert public and private partners, the Foundation now provides comprehensive programs and
facilities that attract people of all ages and incomes seeking a sense of community.

Summary of organization’s primary programs and services:
The East Lake Foundation’s partners include The Villages of East Lake, a mixed income apartment community; Charles R. Drew Charter School (Atlanta’s first charter school); East Lake Family YMCA; East Lake Community Learning Garden and Urban Farm; East Lake Sheltering Arms Early Education and Family Center; the East Lake Early Learning Academy; and the 9-hole public Charlie Yates Golf Course, home of The First Tee® of East Lake, a year round golf instruction and life skills program targeted to East Lake Youth.

Cradle to College Education programs and services include:
- Two early education partners providing early learning opportunities for children: 1) East Lake Sheltering Arms Early Education and Family Center serves children from 6 weeks to 4 years old (Pre-K); 2) the East Lake Early Learning Academy serves children 6 weeks – 3 years old.
- Drew Charter School providing a PK-9\textsuperscript{th} grade (with 10\textsuperscript{th} grade starting in the 2014-15 school year) education.
- The Drew Office of Extended Services that facilitates partnerships and implements the afterschool program.
- CREW Teens (Creating, Responsible, Educated, Working Teens) – an academic support and post secondary readiness program for Drew Alumni during their high school years.
- Cousins Scholarships – college scholarships from CREW Teens participants graduating from high school
- Harrison Scholarship – college scholarships for employees of the East Lake Golf Club

Mixed Income Housing programs and services include:
- Resident and Community Support Program – Economic self sufficiency and community building programs and events for families in The Villages of East Lake

Community Wellness programs and services include:
• East Lake Community Learning Garden and Urban Farm – providing opportunities for East Lake residents to grow organic produce, learn the benefits of healthy eating, earn a modest stipend (youth and adults) while the support the Garden during the summer.
• The First Tee of East Lake® - based at the Charlie Yates Golf Course, offering your 5-17 years old life skills (based on core-values based curriculum) through year round golf instruction

**Intern’s title:**
Resident and Community Support Ambassador

**Number of interns requested by this organization?**
1

**Internship project/job description:**

The Resident and Community Support Program (RCSP) Ambassador will assist the East Lake Foundation by:
• Supporting the development of economic self sufficiency and community building programs through the development of the curriculum
• Assisting with analysis and documentation of program feedback acquired through evaluation tools (ex. Post program surveys)
• Assisting with the ongoing data entry that tracks program level performance measurement
• Assisting with the development of an outreach plan to increase resident participation in the RCSP
• Supporting resident registration in other East Lake Foundation programs and resources including The First Tee of East Lake®, the East Lake Community Learning Garden and Urban Farm, The East Lake Farmer’s Market, etc.
• Support activities aimed at soliciting resident feedback and creating resident ownership in RCSP and other East Lake Foundation programs
• Other duties
Qualifications:

- The Intern should possess and demonstrate the following skills/traits:
  - Maturity to work with little to no supervision on occasion
  - Maturity to work with or near sensitive material that require confidentiality
  - Strong sense of self awareness required to appropriately engage community residents of all ages
  - The ability to work independently on projects
  - The ability to work collaboratively with other and demonstrate strong interpersonal skills
  - Demonstrate critical thinking skills
  - Demonstrate a commitment to excellence
  - Possess basic project management skills or being willing to learn these skills
  - Comfort working in a mixed income environment in an urban community
  - Demonstrate cultural awareness and competency
  - Have basic understanding or willingness to learn about opportunities and challenges working on community redevelopment in an urban community
  - Be adaptive and demonstrate flexibility

If there are other requirements for this position (security check, drug screen, immunizations, etc.) please note them here:
The only requirement is a background (security) check; however, the East Lake Foundation reserves the right to administer a random drug test to any employee – including interns

Will the internship require that the student have a car?
A car is helpful but not necessary. The site is accessible by MARTA bus and the bus station is less than 400 yards from the placement (The Villages of East Lake) On occasion, some project assignments may require intern to move about East Lake to distances that are not as proximal. In these instances the intern can probably coordinate with the on site staff but having a car will give the intern greater flexibility.
Is placement site accessible by public transit or other transportation options?
   Yes, the placement site is accessible by MARTA bus