Organization Name: Liberia Orphan Education Project

Address: 370 Browntown Road 1331 Bryan Ave
Browntown, VA 22610 Atlanta, GA 30344

Phone: 404-354-3760

Web site: www.loeproject.org

Internship Supervisor:
Emmalee Hackshaw, Board Member

Supervisor’s contact information:
404-354-3760; Emmalee.hackshaw@gmail.com

Organization’s Mission Statement:
The mission of the Liberia Orphan Education Project is to assist in the education of orphans and vulnerable children in Liberia, helping them become responsible, educated citizens of a peaceful nation and the world. LOEP has made a commitment to partner with orphanages and schools in Liberia to provide assistance with the educational needs of the children who live there.

Summary of organization’s primary programs and services:
LOEP partners with schools in Liberia to provide teacher training and professional development programs including strategic planning and resource development. LOEP also provides material support in the way of instructional resources and classroom supplies. LOEP is a small grassroots organization that operates on an all-volunteer basis with no administrative overhead expenses.

Intern’s title:
Research and Communications Intern
Number of interns requested by this organization?
One

Internship project/job description:
The LOEP intern will gain a working knowledge of program and project planning, international travel logistics, operations and management of a small nonprofit, fundraising and communication basics. This internship will be heavily research-based.

Intern projects may include but are not limited to the following:
• Draft press releases and newsletter articles
• Assist with design and distribution plan of promotional materials
• Assist with proposal preparation and donor acknowledgement
• Research potential donors
• Assist with updating and maintenance of organization database
• Manage scheduled blog postings
• Assist with social media communication
• Assist with planning for 2014 teacher training and future professional conference
• Assist with logistics for 2014 teacher training team travel to Liberia

Qualifications:
The ideal LOEP intern will possess the following:
• Interest in education and international development work
• Strong communication (written and verbal) skills
• Ability to think creatively and problem-solve effectively
• Ability to self-initiate and manage multiple projects simultaneously

If there are other requirements for this position, security check, drug screen, immunizations, please note them here:
None

Will the internship require that the student have a car?
No
Is placement site accessible by public transit or other transportation options?

LOEP does not have a local office. The intern must be willing to work at the Center for Ethics and/or library, home office, etc. The intern will also be asked to attend free classes and conduct research at the Foundation Center-Atlanta, which is located in the Georgia Pacific building downtown, next to the Peachtree Center MARTA Station. The intern will be required to meet regularly with the intern supervisor. These meetings may be scheduled at the Center for Ethics, Foundation Center, public library, etc.