Organization Name: Foreverfamily

Address: Foreverfamily National
387 Joseph E Lowery Blvd
2nd Floor, Suite A
Atlanta, GA 30310

Foreverfamily Atlanta
765 McDaniel St. SW
Suite 3104
Atlanta, GA 30310

Mailing Address (if different):
Foreverfamily National
387 Joseph E Lowery Blvd
2nd Floor, Suite A
Atlanta, GA 30310

Phone: 404-223-1200

Fax: 678-823-8001

Web site: www.foreverfam.org

Internship Supervisor:
Deputy Director & Program Director

Person completing application:
Beth Wettlin, Deputy Director; bwettlin@foreverfam.org
Organization’s Mission Statement:
To inspire hope in children of incarcerated mothers and fathers, to help the children become successful adults, to strengthen their families and to share our considerable experience with communities worldwide to do the same.

Listed below are the 5 core values which, along with the mission statement, are central to everything the organization does:

Core Values

➢ **VOICE FOR FAMILIES.** The voices of women, men, children, and families are central to the development of solutions, policy, and social change around issues of families and incarceration. Foreverfamily’s own policy and program development and evaluation incorporate these voices and its decision-making keeps family needs and concerns at the center.

➢ **LEADERSHIP.** Foreverfamily provides leadership locally and nationally for families affected by incarceration and promotes leadership development as an organizational priority for staff, Board, and FOREVERFAMILY participants (families, volunteers).

➢ **ACCOUNTABILITY.** Foreverfamily’s work must be results-oriented and effective. We hold one another accountable for our commitments and for high standards of quality performance reflective of a leading organization.

➢ **BRIDGE-BUILDING.** We must share our skills, insights, and talents with other programs, practitioners, policy-makers, family leaders, and advocates as a way to build bridges across constituencies and take Foreverfamily’s work to scale.

➢ **RESPECT.** Everyone involved with FOREVERFAMILY is a valuable member of the FOREVERFAMILY family and is treated with utmost respect.

Summary of organization’s primary programs and services:
Foreverfamily works to ensure that, no matter what the circumstances, all children have the opportunity to be surrounded by the love of
family. We focus our efforts on some of the most marginalized children in our society—those with an incarcerated parent or parents—and support them as they, their parents, caregivers and extended families work to remain a family.

With an innovative intergenerational approach, Foreverfamily addresses the full range of issues these children will face to make the biggest impact in their lives. We support the children with programs that help them do better in school, expand their horizons and help them feel less alone. We support grandmothers and other caregivers so that they stay strong and raise the children with love. Our programs for parents improve behavior in prison and increase their chance of getting jobs and staying out of prison when released.

Programs include an after school program, which meets three days each week during the school year, our family visitation program, which takes children to visit their mothers in two women’s prisons on the second Saturday of each month, support services for caregivers to connect them to needed resources, a family retreat, and week long summer camp.

**Intern’s title:**
Media/Marketing/Communications Intern

**Number of interns requested by this organization?**
2

**Internship project/job description:**
The focus of this intern is using social media to assist Foreverfamily’s development team. The intern will help with execution of development and media items as designated in Foreverfamily’s strategic plan.

Major tasks include but not limited to:
- Develop the agency’s social media communications for the upcoming program year based on the agency’s social media plan (Facebook, Twitter, LinkedIn, Instagram)
- Creatively increase the interaction between agency supporters/“friends” via Facebook, Twitter, Instagram and LinkedIn
- Enhance posting of Foreverfamily’s blog
• Establish relationships with Atlanta media outlets to increase Ff’s visibility
• Connecting to and collaborating with like-minded organizations and potential agency partners via social media
• Help with website updates
• Possibility of creating agency newsletter

Direct Service:
• Intern will serve as a counselor for a week of overnight summer camp, June 16th-20th and be involved with any preparations needed to assist program staff around this week of programming

Miscellaneous:
• Intern will help with administrative and on-going tasks as needed as an integral member of the Foreverfamily team in meeting agency objectives.

Qualifications:
1. Be currently enrolled and in good standing at their college or university
2. Have completed at least their sophomore year of college
3. Exceptional communication skills (both written and oral)
4. Technologically oriented—very good with computers and other gadgets; familiar with Word, Excel, Facebook, Twitter, Blogs, Instagram, and LinkedIn; PhotoShop and website management expertise encouraged
5. Ability to interact with people from various walks and socioeconomic levels
6. Have a valid Driver’s License

If there are other requirements for this position (security check, drug screen, immunizations, etc.) please note them here:
Interns will have to complete a Criminal Background Check (see the attached authorization form) and participate in 4 hours of training: 2 hr employee orientation session and a 2 hr agency orientation.

Will the internship require that the student have a car?
Yes.
Is placement site accessible by public transit or other transportation options?
   Technically, yes, but past experience has shown this is challenging