Organization Name: The Junior League of Atlanta, Inc.

Address: 3154 Northside Pkwy
Atlanta, GA 30327

Phone: 404-261-7799

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Web site: www.jlatlanta.org

Internship Supervisor:
Sharon Klein, JLA Director of Support Services, sklein@jlatlanta.org, 404-261-7799
Jen Bennecke, 2014-15 JLA President, jbennecke@gmail.com

Organization’s Mission Statement:
The Junior League of Atlanta, Inc., is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Summary of organization’s primary programs and services:
The Junior League of Atlanta is a membership organization like no other, offering women in our community unparalleled opportunities for training and leadership development, volunteer service and advocacy. In turn, these women strengthen our community in many ways both large and small. As described below, JLA members gain invaluable skills while benefiting the community through:

Training and Leadership Development: All training is free for JLA members and includes monthly classes on various topics such as financial management, disaster preparedness, board governance and
marketing. Three times a year, JLA’s General Membership Meetings shine a spotlight on pressing community issues. In addition, the League periodically distributes communication pieces to educate members on recent legislative bills and advocacy projects. Volunteers receive specific training tailored to the various nonprofits in which they are placed, and internal JLA Committees provide a team environment for members to learn new things such as strategic planning, business development, public speaking and leadership skills. All of these training opportunities help JLA members professionally and personally while adding value to JLA’s nonprofit partners and the community at large.

Volunteer Service: Every year the Junior League of Atlanta deploys hundreds of trained volunteers who commit direct volunteer service to support nonprofit organizations reflecting JLA’s mission, vision and values. These community placements allow the JLA to be very visible and highly involved around the city. In addition to training and placing JLA volunteers at almost 100 different agencies, the League also provides its nonprofit partners with funding for special programs as needed. JLA volunteer service typically falls into one of the League’s three focus areas: (1) Women and Children’s Health; (2) Women and Children at Risk; and (3) Education. By focusing on these goals, the Junior League of Atlanta is working to help break the cycle of poverty for women and children.

Advocacy: One of the Junior League of Atlanta’s greatest assets is the size and influence of its membership. A group of 3,500 women can have significant collective impact on major issues affecting our community, serving as political advocates on behalf of women and children. The Junior League of Atlanta Political Affairs Committee (PAC) members work directly with community partners to support initiatives to improve women and children’s health, expand education, and provide support for women and children at risk.

**Intern’s title:**
Project Intern

**Number of interns requested by your organization?**
One
Internship project/job description:
In this role, the summer intern will coordinate project activities and deliverables under the leadership of the President of the Junior League of Atlanta and Director of Support Services. In particular, the intern will work on projects involving community outreach, leadership development training, membership engagement, event planning/coordination, marketing, communications, and non-profit administration.

If in position by May 23, the intern will help coordinate a daylong leadership development retreat. The retreat will be held on Saturday, June 1. The intern is invited to participate in this event, and all training events, held during tenure as an attendee.

Qualifications:
Excellent research and organizing skills, good office demeanor, professionalism, and dependability. Ability to work between 9am to 5pm, Monday through Thursday and select Fridays for special events. Helpful if the intern can work occasional afterhours/weekends for special events but not required. In addition to the stated job duties, the intern will also have the opportunity to attend a Board of Directors meeting, Council meeting and staff meetings to gain valuable real-life experience in a non-profit office environment.

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?
It is helpful to have a car, but isn’t necessary.

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