Organization Name: YWCA OF GREATER ATLANTA

Address: 957 North Highland Ave NE
Atlanta, Georgia 30306

Phone: (404) 892-3476

Fax: (404) 249-8542

Web site: www.ywcaatlanata.org

Internship Supervisor:
Judy Brown Fears
Marketing & Development: CEO/CPO
Administrative: CEO
TGI Tech Assistant: TGI Tech Program Director

Supervisor’s contact information:
Judy.brown-fears@ywcaatlanta.org
(404) 835-1633 Direct Line

Organization’s Mission Statement:
We are dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

Summary of organization’s primary programs and services:
We provide effective programs to empower Atlanta’s women and girls through education and wellness. Strengthened by diversity, the YWCA draws together people from the community who strive to create opportunities for women’s growth, leadership and empowerment.

The YWCA of Greater Atlanta transforms the lives of women and girls, helping them reach their full potential by delivering innovative, affordable programs such as childcare, development programs for teens, and breast cancer awareness.
Intern’s title:
Marketing/Development Associate

Number of interns requested by this organization?
3

Internship project/job description:

• Development & Marketing Associate
  o Support the YWCA’s Marketing and Development department providing general assistance in the planning and execution of all marketing and development administrative tasks.
  o Attend marketing development meetings.
  o Assist with coordinating special events.
  o Conducts research on potential funding sources.
  o Serves as departmental liaison to program staff.
  o Complete other duties as assigned.

• Administrative Associate
  o Provide general administrative and program assistance to various YWCA staff members.
  o General office duties including organizing files, updating resources, and revising forms.
  o Assist with mailings and answering phone calls.
  o Volunteers with special skills may assist with tasks such as graphic/web design, IT consulting, marketing etc.
  o Complete other duties as assigned.

• TGI Tech Program Assistant
  o Provide general support to the TGI (Teen Girls in Technology) Tech program by helping bridge the digital divide between boys and girls. TGI TECH is an opportunity for girls to have a more intensive exploration of STEM (Science, Technology, Engineering and Math)
  o Fulfill the role of activity facilitator and teach classes based on your expertise.
  o Research STEM outreach communities.
  o Tutor or mentor students by assisting them with homework and other challenges they may be facing.
  o Coordinate and schedule program activities.
  o Volunteers with special skills may assist with tasks such as graphic/web design, IT, engineering, digital photography, robotics, etc.
  o Chaperone field trips with the students.
Complete other duties as assigned.

Qualifications: (See attached Job Descriptions)

- Development & Marketing Associate
  - Ability to work well with others.
  - Ability to multi-task effectively.
  - Works well independently.
  - Writing and research skills
  - Ability to work independently and manage time effectively
  - Ability to pay attention to detail and maintain accurate records
  - Articulate, energetic and personable.

- Administrative Associate
  - Good language skills.
  - Organized, flexible and energetic.
  - Good working knowledge of Microsoft Excel.
  - Must be 16 years of age or older.
  - Complete all volunteer application processes.
  - Complete volunteer training.
  - Must pass criminal background check.

- TGI Tech Program Assistant
  - Ability to speak in front of small groups helpful.
  - Must be dependable.
  - Must be 18 years of age or older.
  - Complete all volunteer application processes.
  - Complete volunteer training.
  - Must pass criminal background check.

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

Will the internship require that the student have a car?
  Some Driving Required

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