Organization Name: Families First, Inc.

Address:
    1105 West Peachtree Street, NW
    Atlanta, GA  30309

Phone: 404.853.2800

Web site: www.familiesfirst.org

Internship Supervisor:
    Teri L. Lewis, Director of Healthy Families and Relationships
    tlewis@familiesfirst.org
    404.853.2819

Organization’s Mission Statement:
    To ensure the success of children in jeopardy by strengthening families.

Summary of organization’s primary programs and services:
    Families First’s thirty programs fall into three primary impact areas
    and departments: Child and Youth Permanency, Family
    Sustainability and Empowerment; and Healthy Families and
    Relationships.

Intern’s title:
    Quality Assurance Intern

Number of interns requested by this organization?
    One

Internship project/job description:
    The intern will be responsible for planning and convening one or
    more Advisory Committees of program stakeholders, including
    consumers, funders, and content experts. In order to prepare for the
Advisory Committees the intern will be asked to develop and administer a brief-phone interview with program participants in our Effective and Nurturing Parenting Programs and our Healthy Babies, Healthy Moms programs.

**Qualifications:**
The intern should possess strong: organizational skills, including planning, communication and problem-solving; team-work and communication skills; and Microsoft Office skills, especially MS Word and Excel.

**Other Requirements:**
*Interns must pass a drug screen, health test, criminal background and driving background check.*

**Will the internship require that the student have a car?**
No.

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