Organization Name: YWCA OF GREATER ATLANTA

Address: 957 North Highland Ave NE Atlanta, GA 30306

Phone: 404-892-3476
Fax: 404-249-8543
Web site: www.ywcaatlanta.org

Internship Supervisor: Judy Brown Fears

Supervisor’s contact information including e-mail.
Office – 404-835-1633 Direct
Judy.brown-fears@ywcaatlanta.org

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: 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 early childhood education, development programs for teens, and women's health and wellness education, advocacy and racial justice.

Intern’s title: Program Coordinator

Number of interns requested by this organization? 1

Internship project/job description:

Serve as liaison to external partners

• Assist to develop partnerships with colleges and universities in the Atlanta region for TGI Tech participants
• Initiate and maintain contact with local colleges and high schools interested in volunteer partnerships;
• Recruit Corporate and Academic professionals to serve as TGI Tech advisors to explore the dynamics and structure of a STEAM program for middle and high school female students ages 11-18
• Proactively investigate and develop new partnerships based on our ability to meet commitments, gain competitive advantage, and increase our impact in the community.

• The position requires the ability to set priorities, have excellent organizational skills, work independently toward goals, problem solve, have excellent written and verbal communication skills, and function as a team member.

• Proficiency in Microsoft Suite (Word, Excel, Word)

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: All staff must complete a background check and complete a YWCA application.

Will the internship require that the student have a car? No (It will not be necessary but useful to attend some of the offsite program meetings and activities.)

Is placement site accessible by public transit or other transportation options?
Accessible by Marta – MARTA-Take the Noble 16 bus from downtown Five Points station (Bus is located in front of the Underground on Peachtree Street outside of the station) to 957 N. Highland Avenue, Atlanta, GA 30306