

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2018**

Organization Name: Anti-Defamation League

**Address: 3490 Piedmont Road, Suite 610
Atlanta, GA 30305**

Mailing Address (if different): Same

Phone: 404-262-3470

Fax: 404-262-3548

e-mail: srose@adl.org

Web site: www.adl.org

Internship Supervisor:/Contact: Shelley Rose, Deputy Regional Director

Phone Contact Information above

e-mail: Contact Information above

Organization's Mission Statement:

Founded in 1913, the Anti-Defamation League (ADL) is a civil rights and human relations organization dedicated to combating anti-Semitism and all forms of bigotry and to building positive inter-group relations.

Summary of organization's primary programs and services:

Through a network of 27 regional offices, ADL combats bigotry and hate, advocates for state and federal legislation, develops educational programs and serves as a resource to promote harmonious relations between diverse ethnic and religious groups. The Southeast Regional Office, located in Atlanta, covers Georgia, Alabama, South Carolina and Tennessee.

ADL develops materials, programs and services that build bridges of communication, understanding and respect among diverse racial, religious and ethnic groups. ADL fights to maintain church-state separation and to keep our public schools free of coercive religious practices. In addition, we protect freedom of speech and of religious expression, and the right to live without fear of bias-motivated hate crimes.

Intern's title: Intern!

Number of interns requested for this position? One

Internship project/job description:

ADL welcomes interns who want to use/develop their skills and expertise in areas such as church-state separation, anti-bias education, extremism and hate groups, religion in the public schools, civil rights, fact finding/research, community relations and international issues. Interns will work with staff members on specific projects and may develop their own project based on their skills and interests and the needs of the organization.

Qualifications:

Interns should be college undergraduate or graduate students with a minimum 3.0 GPA and an interest in the mission and work of The Anti-Defamation League. Proven writing skills, organizational skills, ability to multi-task and ability to work with others required.

If there are other requirements for this position, (security check, drug screen, immunizations, please note them here):

Interns must pass an ADL security clearance.

Preferred work days/hours: any time, Monday – Friday, 9:00 AM – 5:00 PM

Will the internship require that the student have a car? It is helpful but not necessary

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