

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

Organization Name: Partnership Against Domestic Violence (PADV)

Address: Physical:
 315 West Ponce de Leon Avenue
 Decatur, Georgia 30030

 Mailing:
 P.O. Box 170225, Atlanta, GA 30317

Phone: 404-870-9608
Fax: 404-870-9611
Web site: www.padv.org

Internship Supervisor: Nordene Bartley, Special Events Director

Supervisor's contact information including e-mail:

Nordene.Bartley@padv.org

(404) 870-9603

Organization's Mission Statement: PADV's mission is to end the crime of intimate partner violence and empower its survivors, and our vision is a community free of domestic violence. To that end, our goals are to educate the public on the dynamics of intimate partner violence; promote healthy dating relationships among adolescents and teens to prevent future violence; offer safety and shelter for battered women and their children; restore power, self-sufficiency and control to survivors; and create an effective and coordinated community response to intimate partner violence.

Summary of organization's primary programs and services: PADV's roster of direct services includes a 24-hour crisis line; two 24-hour emergency shelters in metro Atlanta with 96 beds; legal advocacy; supportive housing; a teen dating violence prevention program; outreach and prevention programs

for battered women and children; a workplace violence annual conference that equips companies to respond when domestic violence enters the workplace; and community education and training efforts. Annually we serve over 25,000 women and children. PADV was established in 1975 and is currently celebrating thirty-eight (38) years of service to the community. **We are the largest domestic violence agency in the state of Georgia.**

Intern's title: Development & Events Intern

Number of interns requested: One

Internship project/job description: This placement will provide hands-on experience in day-to-day marketing and development for the largest domestic violence agency in the state of Georgia. The intern will work hand in hand with the both the Special Events Director and VP of Development & Marketing. Each year we host several impactful events to educate and engage various audiences on issues pertaining to intimate partner violence. The Special Events Intern will assist with different production aspects of these events which may include, but are not limited to, the Hearts with Hope Gala, Women In Action Forum and Teen Dating Violence Summit. This is a part-time position. Candidates should expect to work about 15 hours per week. The hours are flexible but will typically occur from Monday-Friday between 9am - 5pm. Special Events Interns will gain and/or improve upon their:

- General communication skills and professionalism
- Understanding of the inner workings of a nonprofit organization
- Ability to work in a fast-paced environment, handle competing priorities and multitask
- Understanding of special event planning and related logistics
- General customer service skills

Qualifications:

- Strong interpersonal, verbal and written communication skills
- Basic computer skills. This includes Microsoft Office and the internet.
- Interest in event planning and/or nonprofit development
- College coursework or comparable work experience preferred
- Very strong organizational skills
- Must have reliable transportation
- Ability to lift 20 lbs.
- Ability to stand, walk and move for extended periods of time.

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: Cogent background check required.

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

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