

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2019**

Organization Name: Friends of Refugees (Program: Agriculture and Nutrition)

Address:
733 Jolly Avenue South
Clarkston, GA 30021

Phone: 404-292-8818

Web site: friendsofrefugees.com (program website: jollyavenuegarden.org)

Internship Supervisor: Erin Davenport, Director of Agriculture and Nutrition

Supervisor's contact information including e-mail:

Phone: 903-278-8754

Email: erin@friendsofrefugees.com

Organization's Mission Statement:

Friends of Refugees exists to care for refugees through relationships and opportunities that provide for their well-being, education, and employment as they become contributing members of society.

Summary of organization's primary programs and services:

Intern's title: Agriculture and Nutrition Program Assistant

Number of interns requested: 1

Internship project/job description:

- Strategic Planning
- Manage the Jolly Avenue Garden's social media accounts.
- Document programming, events, and other garden projects by taking pictures and videos and organizing them on Google Drive.
- Support ongoing projects and programs at the Jolly Avenue Garden (e.g. children's educational programs, outreach to garden families, food production, property maintenance projects.
- Support Clarkston Food Initiative projects (e.g. ongoing projects, community outreach)

Qualifications:

- Prior experience working with refugees or persons from other cultures.
- Prior experience working with adolescence age 5-18.
- Excellent interpersonal and communication skills.
- Organized and detail-oriented.
- Entrepreneurial spirit (takes initiative and thinks outside the box).
- Some experience with copy writing and editing. (Not required)
- Prior experience with social media platforms, including Facebook and Instagram
- Prior experience using MS Word, Excel, Gmail, and Google Drive.
- Prior experience using Photoshop, Canva or other design/editing tools. (Not required)

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: No

Will the internship require that the student have a car?

It is preferred that the student have a car, but not required.

Is placement site accessible by public transit or other transportation options?
The closest Marta train station is Kensington Station, which is 2 miles from the garden. The Marta bus has stops within five minutes walking distance.