

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

Organization Name: GEEARS: Georgia Early Education Alliance for Ready Students

Address: 3400 Peachtree Road, Suite 1720, Atlanta GA 30326

Phone: 404-410-8564

Web site: www.geears.org

Internship Supervisor: Lisa Dwyer or Vett Vandiver

Supervisor's contact information including e-mail.

Lisa Dwyer, ldwyer@geears.org, 404-307-1772

Vett Vandiver, vvandiver@geears.org, 404-410-8564

Organization's Mission Statement:

To support high-quality early learning and healthy development for Georgia's youngest children, from birth to five, by championing policies, promoting innovative and evidence-based practices, and building public will.

Summary of organization's primary programs and services:

GEEARS is a statewide early childhood policy, advocacy, and research organization. We **educate, inform, and mobilize stakeholders** for collective action and impact to promote a strong foundation during a child's first five years; we **advocate** for effective policies that support access to high-quality early learning and encourage healthy development; and we work to bring the most promising **research and evidence-based practices** to the state on behalf of Georgia's youngest children. Specific areas of impact include:

- Facilitating cross-sector and cross-agency partnerships to support the needs of Georgia's youngest learners (e.g., *Frontiers of Innovation*, Georgia's Quality Rating and Improvement System for child care)
- Engaging national partners to support Georgia's early childhood systems (e.g., BUILD Initiative, Harvard Center on the Developing Child)
- Advocating for public policies that will strengthen and improve early education in Georgia (e.g., restoring funding for Georgia's Pre-K program)

- Creating new partnerships and programs to support early language and literacy development and early childhood education programs in Georgia (e.g., Mayor’s Summer Reading Club, Early Childhood Funders’ Roundtable)

Intern’s title: Intern

Number of interns requested: 1

Internship project/job description:

Selected intern/s may work on one or all projects described below.

The ***First 2,000 Days Campaign*** seeks to raise awareness about how children’s earliest years have a lasting impact on later learning, health, and success and call attention to how these issues affect our national security, safety, and economic well-being. Intern responsibilities for this project may include:

- Developing communications to recruit and retain campaign “Champions,” who carry the message of the importance of early child development to their community, congregation, or workplace
- Interviewing campaign Champions
- Creating and implementing new campaign tools and tactics
- Tracking and sharing campaign progress
- Coordinating, tracking, sharing, and supporting campaign presentations
- Creating and sharing Georgia-specific multimedia tools for the campaign
- Managing campaign supporter database
- Producing social media content for the campaign and engaging with supporters online
- Drafting press releases and media advisories regarding campaign updates and announcements
- Planning and attending campaign-related events and meetings

The ***Mayor’s Summer Reading Club (MSRC)*** is a collaboration between the City of Atlanta and GEEARS, supported by PNC, the United Way of Greater Atlanta, and many other public-private partnerships. This program promotes literacy skills and vocabulary enrichment in children ages birth through five, while raising awareness about the importance of literacy and children’s experiences during their early years. Each summer, three city-wide book choices are designated for infants and toddlers, preschoolers, and children ages 0-5, respectively, to share with families at no cost to them. Throughout the summer, partner organizations host “book club reads” where children participate in

various hands-on activities designed to make the books more meaningful for children and families. Intern responsibilities for this project may include:

- Drafting a bi-weekly newsletter to MSRC partners and supporters
- Collaborating with partner organizations to collect and share information and stories
- Attending partner events and serving as a liaison for partners and GEEARS at events (as needed)
- Assisting the Communications Manager with training partners on program communications and marketing
- Preparing materials to share with and between partners
- Creating and administrating a survey for participating partner organizations
- Producing social media content for the program and engaging with supporters online
- Assisting in coordination and planning of MSRC events

Additionally, intern/s with public policy and communication experience may have the opportunity to contribute to the following:

- Develop/design fact sheets related to issues concerning early childhood development and benefits of high-quality early care and learning.
- Assist with writing op-eds, fact sheets, and possibly community outreach on the PAACT project (Promise All Atlanta Children Thrive).

Qualifications: Successful applicants will have:

- Good interpersonal skills and a positive attitude.
- Attention to detail.
- Word, Excel, and social media acumen.
- Ability to manage in a fast-paced environment, sometimes with minimal information.
- A graduate or upper-level undergraduate student who is passionate about child development, health and education policy, early childhood education, and/or literacy.
- Strong written and oral communication skills required.
- Experience in public policy and research methods preferred.
- Political science, public health, public policy majors preferred.

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? YES

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

Yes, our office is accessible by public transit; however, the intern most likely will have to drive to various locations throughout the city that are not served by public transportation. The office is approximately 2 blocks from two separate MARTA stations (Lenox and Buckhead Financial Center. Buckhead Station on the Red Line is a two-minute walk. Lenox Station on the Gold Line is ten)