

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

Organization Name: Hands On Atlanta

Address: 600 Means Street NW, Atlanta, GA, 30318

Phone: (404) 979-2800

Web site: <https://www.handsonatlanta.org/>

Internship Supervisor: Caroline Templeman, Associate Director of Corporate & Annual Events

Supervisor's contact information including e-mail:

ctempleman@handsonatlanta.org

O: 404.979.2849 C: 843.437.1511

Organization's Mission Statement:

At Hands On Atlanta, we tackle greater Atlanta's most pressing needs by igniting a passion for service and creating life-long community volunteers.

Summary of organization's primary programs and services:

Hands On Atlanta recruits nearly 20,000 volunteers annually, to support the impact work of our 150+ nonprofit and school partners. There are several ways volunteers can serve with Hands On Atlanta.

- Calendar of Volunteer Opportunities
 - Our approved and verified nonprofit partners post service projects on our calendar with regular opportunities Monday through Saturday all year round. Volunteers can register for a free Hands On Atlanta account and then sign up for projects.
- Impact Programs
 - Volunteers can serve with one of our impact programs including AmeriCorps, Discovery, TeamWorks!, Meals 4 Kids, Talk with Me Baby at Work, and our Civic Leadership Program.
- Days of Service
 - Hands On Atlanta hosts 2 of the south east's largest single days of service! Every October thousands will serve at Hands On Atlanta Day and each January, volunteers come together at our MLK Day of Service.
- Corporate Engagement
 - We work with over 100 local companies to engage their employees in service

Intern's title: Corporate Volunteer Event Intern

Number of interns requested: 1

Internship project/job description:

This internship will provide a professional experience in a non-profit organization and the opportunity to gain a broad experience in planning and executing corporate volunteer projects across the metro Atlanta area.

- Assist in creating project proposals and post event wrap-up reports for corporate sponsors using Microsoft PowerPoint
- Attending site visits with the Associate Director of Corporate & Annual Events to scope projects or finalize logistical details
- Assist in purchasing project supplies in store and online
- Assist with routine office work and research for special projects
- Be the liaison with schools and non-profit partners to confirm donations and project details
- Assist in writing MOUs and Run of Show timelines for corporate projects using Microsoft Word
- On-site event execution will include day of project prep and management, leading specific volunteer tasks and working with the site contact on behalf of Hands On Atlanta

Qualifications:

We're looking for an ambitious and detail-oriented intern with an unyielding passion for planning events that directly benefit the communities around us.

- Excellent organizational, interpersonal, communication and writing skills
- Have some previous experience in directly planning events
- Ability to manage logistics and balance multiple projects simultaneously
- Attention to detail and organized
- Ability to work in a team and independently
- Demonstrate creativity and initiative to follow through on projects
- Possess a passion for volunteering and the work that Hands On Atlanta does
- Availability to have a flexible schedule to work events at night or on the weekends
- Eagerness to learn, contribute and grow
- Reliable transportation and ability to navigate/travel in and around greater Atlanta
- Experience with Office 365 (Outlook, Word, Power Point, Excel)
- Ability to stand and work on your feet for several hours at a time

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: **None**

Will the internship require that the student have a car? **Yes**

Is placement site accessible by public transit or other transportation options? **Limited Bus Options**