

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: Tim Adkins, Director of Marketing + Communications

Supervisor's contact information including e-mail:

tadkins@handsonatlanta.org

O: 404-979-2847 C: 734-635-4390

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: Marketing and Communication Intern

Number of interns requested: 1

Internship project/job description:

This internship will provide you with the right amount of hands on experience and measurable impact. You'll acquire a broad experience in marketing and communications to prepare you to enter any fast-paced work environment, being a Jack or Jill-of-all trades.

- Support our top-notch Customer Service efforts by answering the phone and email, greeting office visitors and support office operations
- Support and create content and copy for:
 - Social media
 - Press materials
 - Marketing collateral
 - Newsletters (Mailchimp)
 - Blog
 - Website
- Help track and manage media coverage
- Help with posting, tracking and managing social media outlets

Qualifications:

We're looking for a driven and creative marketing intern with an unyielding passion to do something good. The ideal candidate has an entrepreneurial mindset and is interested in getting their hands dirty in all aspects of our marketing and communications efforts. You might describe yourself as ambitious, a hustler, a positive force and interested in a career in marketing.

- Junior or senior status, seeking degree in marketing, communications, journalism, public relations, advertising, or related field
- You should have strong writing and copy editing skills
- Ability to manage logistics and balance multiple projects simultaneously
- At least 1-year of experience managing a business social media profile
- Excellent communication skills (in person, over the phone and in writing)
- Comfortable with public speaking
- Ability to work in a team and independently
- Attention to detail

- 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)
- Basic graphic design skills (you've worked with Adobe Creative Suite, Canva, etc.)

Nice to have, but not required:

- Familiar with shooting/editing photo and video (you can use a DSLR camera and/or professional editing software)
- Portfolio of creative work
- At least 1-year of experience managing a business social media profile

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**