

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

Organization Name: ORT America Atlanta Region

Address: 3495 Piedmont Rd NE, Building 12, Suite 418, Atlanta, GA
30305

Phone: 404-327-5266

Web site: Ortamerica.org/Atlanta

Internship Supervisor:

Veronica Beskin, Assistant Regional Director

Supervisor's contact information including e-mail.

vbeskin@ortamerica.org

404-327-5266

Organization's Mission Statement: ORT works to remove the economic and social barriers that people face to accessing high-quality education, by providing groundbreaking programming that introduces students to technology and cultivates marketable skills for productive careers. We connect students, schools, and educators from across the world with multiple generations of supporters, as we bridge the gap between aptitude and opportunity and create impact through education.

Summary of organization's primary programs and services:

ORT is the largest Jewish non-profit organization for education in the world. We provide state-of-the-art STEM instruction (science, technology, engineering and math) via innovative programs that provide youth with a solid foundation for higher education and that give adults knowledge and skills for current industry.

In 35 countries around the globe, ORT connects students with increased educational opportunity today to forge a brighter future tomorrow, making it possible to:

- help more students from underserved communities in Israel develop problem-solving skills in the areas of science, technology, engineering and math (STEM)
- ensure that children who are homebound or in hospitals throughout Israel can continue their education while not in school
- invest in our educators by training them in the latest educational developments
- provide vocational training programs for adults of all ages
- empower students in our global network to reach higher, shine brighter, and unlock their potential

Intern's title: ORT Intern

Number of interns requested: 1

Internship project/job description:

Primary responsibilities are in the areas of event management, fundraising, and event marketing at ORT America. The Intern will also be responsible for program planning and implementation of a Next Generation (Young Professional) event. Some data entry into our fundraising database will be required.

Marketing-Ability to create, manage, and advertise events, ads, and posts on our social media handles, especially Facebook.

Fundraising-The Intern will work with the director and assistant director to create an annual fundraising campaign targeted at new donors and donors that give less than \$500.

Qualifications:

- Very detail oriented with excellent organizational abilities;
- Excellent oral and written communication skills;
- Able to handle multiple projects on a daily basis;
- Research skills;
- Must understand and comply with confidentiality rules within the office;
- Passionate about education, fundraising, and STEM education;
- Sense of humor

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

A Security check. They also need to have their own laptop for work.

Will the internship require that the student have a car? It would be very helpful.

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

We are near the Buckhead Marta station (10 minute walk) from there. We are also near a bus stop.