

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

Organization Name:

WonderRoot

Address:

333 Wood St SE, Atlanta, GA 30312

Phone:

404.254.5955

Website:

www.wonderroot.org

Internship Supervisor:

Nina Dolgin, Programs Coordinator

Supervisor's contact information including e-mail:

nina@wonderroot.org 678-938-8231

Organization's Mission Statement:

WonderRoot is an Atlanta-based nonprofit arts and service organization with a mission to unite artists and community to inspire positive social change.

Summary of organization's primary programs and services:

WonderRoot innacts social change through the process of personal transformation, public discourse, and public policy--- simply put, changing how we think and feel, what we say, and what we do. We do this work through preparing artists and civic institutions to work together on ethical creative interventions that propel systemic change for a more equitable Atlanta. Programs include artist fellowships, public art initiatives, community dialogues, and more.

Intern's title:

Programs Intern

Number of interns requested:

1 or 2 will be fine

Internship project/job description:

WonderRoot Programs Interns help with the day-to-day functioning of the organization and regularly engage with Atlanta arts and non-profit professionals. Interns gain experience with arts administration, event planning and facilitation, community engagement practices, and program design. Administrative duties include updating internal databases, executing program-related research, taking notes during meetings as needed, and running errands as necessary. At program activities and events, interns may be expected to help set up, help break down, document activities, act as a WonderRoot representative, and give feedback afterwards. Additionally, interns will be assigned an individual program design project to be completed over the course of their internship.

Qualifications:

- Strong organizational and administrative skills; the ability to prioritize, multi-task, and work independently; attentiveness to detail.
- Excellent written and oral communication skills, including the ability to speak effectively in a variety of public situations.
- Strong computer skills in standard software (Microsoft/Google Office Suite, etc)
- Motivations aligned with WonderRoot's values, vision and mission.

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

N/A

Will the internship require that the student have a car?

Not required, but preferred.

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

The office is located 0.6 miles from the King Memorial MARTA station. It is also located along the 21 and 107 bus routes.