Organization Name: Gateway Center

Address: 275 Pryor Street, SW Atlanta Ga. 30303

Phone: 404-215-6651
Fax: 404-215-6641
Website: www.gatewayctr.org

Internship Supervisor: Bec Cranford

Supervisor’s contact information including e-mail: rcranford@gatewayctr.org
Phone: 404-215-6651

Organization’s Mission Statement: Gateway Center works to end homelessness, and particularly chronic homelessness, by providing the support and framework people need to achieve self-sufficiency. Through therapeutic programs and services, Gateway helps homeless individuals in metro Atlanta move into transitional and permanent housing.

*The core mission of the Gateway Center is to provide a supportive and compassionate setting where individuals can receive the tools, programs, and services they need to end their homelessness.*

Summary of organization’s primary programs and services: Gateway Center serves as a gateway to various agencies and collaborative partners who work together to end homelessness in Atlanta. Onsite services include: showers, cellphone charging stations, laundry, emergency clothing, hygiene, lockers, Georgia Department of Labor, Mercy Care, Department of Human Services, Traveler’s Aid, Recuperative Care, Georgia Works! And many others. [http://www.gatewayctr.org/programs-and-services/](http://www.gatewayctr.org/programs-and-services/)

Intern’s title: Community Relations Intern

Number of interns requested by this organization? 1-2

Internship project/job description: The intern will focus on three main objectives during the summer: Volunteer management, Community Relations, and Client Assistant Intern will focus on providing volunteers and the community with an interactive orientation about homelessness, three-five times a week. Intern will teach safety and rules
to community members, and oversee daily tasks, including organizational and relational tasks. Intern will meet with supervisor for an hour reflection, weekly, and take tests to understand their personalities and leadership styles. Intern will facilitate feedback sessions for groups. Intern will facilitate group meetings with clients, including, Faces of Homelessness Speakers Bureau, and possibly a life skills course or an LGBT safe space. Intern will work on Project Homeless Connect, which will be a large Friday event for more than 400 clients experiencing homelessness to meet with various other providers in the community. Intern will solicit in-kind donations of food for this event, coordinate a map for food pick up, and solicit in-kind donations for the public. Intern will plan site map for event, and oversee check-in of community partners and volunteers. Intern will oversee welcome table for clients. Community Relations Intern will also work on Human Clay, an event to raise funds for the mission of the Gateway Center. Intern will solicit in-kind donations for the fundraiser, and keep records. In addition, intern will write three blogs during the summer, and work one hour per day on administrative tasks, including data entry, bulletin board management, and mail-outs. Intern will not be required, but may elect to go and work 14 hours to a three day festival on the intersections of justice, spirituality, and art called “The Wildgoose Festival” in July, to meet others currently engaged in interfaith, social justice, parachurch or nonprofit work.

**Qualifications:** Intern should not schedule a large or lengthy vacation/trip during internship. Intern should possess excellent intrapersonal skills, be comfortable with speaking before 30-75 people daily. Intern should feel comfortable working in diverse spaces with community members of varying ideologies and backgrounds.

**Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:** There are no requirements, but it is recommended that Intern receive a free TB test.

**Will the internship require that the student have a car?** No.

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