Organization Name: Go Eat Give

Address: 2366 Oberon Walk SE, Smyrna, GA 30080

Phone: 678-744-8306
Web site: www.goeatgive.org
Social Media: GEG Facebook

Internship Supervisor: Sucheta Rawal, Founder of Go Eat Give

Supervisor’s contact information including e-mail:
678-744-8306
Sucheta@goeatgive.com

Organization’s Mission Statement: Our Mission is to create global citizens through cultural education, community service, and international travel. Our Vision is to build strong meaningful relationships between citizens of different nationalities, races, religions and backgrounds. By learning about how people actually live, what they believe in and value, they are able to create their own opinions and eliminate previous stereotypes and bigotry.

Summary of organization’s primary programs and services: Go Eat Give offers unique international vacations featuring authentic, immersive experiences with local people, cultures, and cuisines. By partnering with community organizations abroad, Go Eat Give raises global awareness of important issues and provides meaningful support to local nonprofits, including orphanages, schools, health centers, food programs, and women’s empowerment centers.

Each month, Go Eat Give organizes and hosts a Destination Dinner at a local Atlanta restaurant to highlight a country’s culture and raise awareness of its unique features and attributes. We showcase restaurants that serve authentic cuisine from the country, speakers that share knowledge of the country’s customs and practices, and artists that educate participants on the local culture.

Intern’s title:
1) Event planning and fundraising intern
2) Marketing and communication intern

Number of interns requested by this organization? 1 or 2
(1 - event/fundraising, 1-marketing/communications)

Internship project/job description:

Description: The Event Planning and Fundraising Intern will work directly with the Executive Director to assist event coordinator in planning and promoting monthly Destination Dinners and other fundraising events.

Responsibilities:
- Research for appropriate venues, artists and vendors for themed events
- Contact and establish relationships with vendors as needed to move event logistics forward
- Create marketing campaign to promote event
- Organize and purchase supplies for event as needed
- Set up registration tables and be the point person on day of event
- Draft and send communication to attendees before and after the event

Qualifications:
- Completed or working toward a college degree, preferably in a related field
- Entrepreneurial, detail oriented, creative.
- Proficient in Microsoft Word, Outlook, Excel, Internet search.
- Superior written and verbal communications skills.
- Ability to schedule meetings, negotiate and make decisions quickly.
- Knowledge of Atlanta area restaurants and global cultures is a plus.
- Enthusiasm for the mission of Go Eat Give


Description: Go Eat Give seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for international nonprofit organization.

Responsibilities:
- Draft, distribute and pitch news releases, media alerts and other stories to networks throughout US
- Generate interest and promote monthly events hosted by Go Eat Give
- Reach out to community organizations, general public and donors with the message about Go Eat Give's mission about citizen diplomacy.
- Assist with implementing social media strategy

Qualifications:
- Completed or working toward a college degree, preferably in a related field
- Firm grasp of available tools and platforms in the social media space
- Must be computer literate (working knowledge of Word, Excel, internet research).
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
• Enthusiasm for the mission of Go Eat Give

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: No.

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

Is placement site accessible by public transit or other transportation options? No.