

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2023**

Organization Name: Corporate Environmental Risk Management / CERM Legacy Foundation

Address: 1990 Lakeside Parkway, Suite 300 Tucker, 30084

Phone: 678-999-0173

Web site: cerm.com / cermlegacy.org

Internship Supervisor: Bianca Frails

Supervisor's contact information including e-mail.
706-267-9505/bfrails@cerm.com

Organization's Mission Statement:

We empower our clients, partners, and community through the disciplined application of loyalty, integrity, initiative, and sustainability

Building Communities, Creating Opportunities, Inspiring Young People

Summary of organization's primary programs and services:

CERM is a civil environmental and program management firm serving municipal, corporate, and industrial clients through out the south east. We take a community focused approach to providing professional by offering programs that facilitate small business development and stem education.

Intern's title: *Programs and Operations Administrator*

Number of interns requested: 1

Internship project/job description (please include a virtual/socially distanced option if possible):

The intern will work with CERM's Marketing Team and the Executive Director of the CERM Legacy Foundation. Tasks will primarily be focused on supporting our STEM education summer programs such as the internship programs and student assistantship (summer camp). They will also provide admin and marketing support for additional community engagement activities.

The role will include:

- Communicating with internal and external team to coordinate schedules and logistics
- Developing social media/marketing materials (posts/flyers)
- Writing, reviewing, and editing content
- Maintaining inventory of promotional materials
- Participating in meetings and events
- Conducting research and contributing to writing and reviewing white papers and proposals
- Identifying and engaging relevant community and corporate stakeholders
- Documenting processes in the support of the development of SOPs

Qualifications

- Currently pursuing an undergraduate or graduate degree or recent graduate
- Excellent written and verbal communication skills (writing sample required)
- Curiosity and ability to absorb information quickly and execute tasks efficiently.
- Detail-oriented, organized, and reliable
- Comfortable taking leadership role as appropriate.

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

Background check and drug screen

Will the internship require that the student have a car?

While a personal vehicle is not required, it would be helpful on occasion to pick up goods or travel to events. Mileage is reimbursed at the federal rate.

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

MARTA Accessible (via bus)