

Servant Leadership Summer Internship Placement Site Job Description Information Sheet Summer 2025

Organization Name:

Georgia Rotary Districts Character Education Program, Inc. (GRDCEP)

AKA: Georgia Laws of Life Essay Contest

Address: 4507 Weldon Dr SE, Smyrna, GA 30080

Phone: 404.590.4939

Web site: <https://georgialawsoflife.org/>

Internship Supervisor: Carol Gray Walker, Executive Director

Supervisor's contact information including e-mail.

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Organization's Mission Statement:

To inspire Georgia high school students to recognize and embrace the power of positive character values.

Summary of organization's primary programs and services:

The Georgia Rotary Districts Character Education Program, Inc. (GRCEP) is a nonprofit organization dedicated to promoting character education among Georgia's youth through the **Georgia Laws of Life Essay Contest (GLL)**. This statewide contest invites high school students to reflect on and articulate values such as honesty, perseverance, and compassion through personal essays based on a meaningful quote or "law of life" of their choice.

Core Elements of the Georgia Laws of Life Essay Contest:

1. **Essay Writing:** Integrated into the high school Language Arts curriculum, the contest fosters self-reflection, ethical decision-making, and the development of critical writing skills.
2. **School Participation:** GLL collaborates with high schools, providing educators with resources and training to incorporate the contest seamlessly into their curriculum.
3. **Recognition and Rewards:** The program awards prizes at grade, school, and state levels, celebrating student achievements and inspiring others to engage with the contest.

4. **Teacher Support:** GRCEP provides tools, lesson plans, and training for teachers to facilitate meaningful discussions and guide students in the essay-writing process.
5. **Community Involvement:** Schools and Rotary Clubs partner in their local community recognizing winners, and strengthening ties between students, educators, and community leaders. Winning essayists, along with their teachers and parents, are invited to a Rotary Club meeting to share their essays.
6. **Volunteer Engagement:** Volunteers contribute thousands of hours annually as essay judges who select the winning student essays and program advocates
7. **Volunteer Engagement:** Nearly 300 volunteers contribute thousands of hours annually as essay judges and program advocates.

The GLL program fosters self-reflection, ethical decision-making, and character development in students, equipping them with the values essential for personal and professional success. Writing a Laws of Life Essay helps students reflect on who they are and what they value. Reading a winning essay at a Rotary Club recognition event provides a positive experience with public speaking for the winner.

Intern's title: Research & Communications Intern

Number of interns requested: 1

Internship project/job description:

For over 25 years, The Georgia Rotary Districts Character Education Program, Inc's **Georgia Laws of Life Essay Contest** has provided a character education writing program for Georgia high school students. Annually over 30,000 students write their Laws of Life essay at more than 60 participating schools partnering with Rotary Clubs throughout the state. Over \$21,000 is given in student awards and teacher honoraria annually. In writing their essays, students select a "law of life" and share how the quote influences their lives, focusing on character traits important to them – such as courage, compassion, perseverance, honesty, and integrity – and as a consequence, many lives are changed for the better.

The **Georgia Laws of Life Essay Contest** seeks applicants for a Research Specialist with an interest in Communications and Marketing. This position will assist the organization in design, outreach, and research to establish an Essayist Alumni Group.

Responsibilities include:

- Transferring winning student data from physical and electronic documents to a central online database/ filing system
- Online research to identify school partner alumni groups, previous winning student essayists
- Outreach to contest school partners and social media campaign to reach previous student essayists.
- Assistance in the design, messaging, and management of social media campaign

- Creating accurate spreadsheets, updating existing data, reviewing data for accuracy, and retrieving data or electronic files as needed
- Being detail-oriented, analytical, efficient, and familiar with; Microsoft Office products (Word, Excel), Google Workspace (Docs, Sheets, Drive) and social media platforms (Facebook, Instagram, LinkedIn)

This part-time position offers flexible hours to align with class schedule. Most of the work may be done remotely after initial onboarding and pick-up or delivery of paper files. Any in person work can be undertaken at the home office of the Executive Director in Smyrna, GA or a convenient off-site location.

Frequently we hear, through outreach conversation “I wrote a Laws of Life Essay when I was in high school!” These essays leave a mark on every student, not only the winning essay writers. The position offers the opportunity to help establish a legacy group for the organization; a much-needed connection with previous participants. To date, over 870,000 students have participated in the contest. Bringing only a small number of these essayists together would help build a stronger, more recognizable organization

This opportunity provides work alongside the Executive Director, a Rotarian-led Board of Directors, and Educators affording collaboration with business and community leaders throughout Georgia.

Qualifications:

- Excellent computer skills (G-Suites, Microsoft, CRM, data entry, and Database Management)
- Familiarity with social media platforms (Facebook, Instagram, LinkedIn)
- A self-starter and team player with a can-do attitude and problem-solving skills.
- Good communication skills and the ability to collaborate with staff members and volunteers.
- A high degree of accuracy, attention to detail, and prior office work experience
- Exceptional organizational skills, a keen eye for detail, and the ability to spot errors with accuracy and efficiency.

Other requirements, if any, for this? Security check paid for by the organization.

Will the internship require that the student have a car? A car is helpful but not required.

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

Accessible via rideshare providers. Cobb Public Transportation Hub is 4 miles from office location.