Organization Name: GEEARS: Georgia Early Education Alliance for Ready Students

Address: 3400 Peachtree Road, Suite 921, Atlanta GA 30326

Phone: 404-410-8564

Web site: www.geears.org

Internship Supervisor: Lisa Dwyer and Brittany Collins

Supervisor’s contact information including e-mail.
Lisa Dwyer, ldwyer@geears.org, 404-307-1772
Brittany Collins, bcollins@geears.org, 404-410-8564

Organization’s Mission Statement:
To support high-quality early learning and healthy development for Georgia’s youngest children, from birth to five, by championing policies, promoting innovative and evidence-based practices, and building public will.

Summary of organization’s primary programs and services:
GEEARS is a statewide early childhood policy, advocacy, and research organization. We educate, inform, and mobilize stakeholders for collective action and impact to promote a strong foundation during a child’s first five years; we advocate for effective policies that support access to high-quality early learning and encourage healthy development; and we work to bring the most promising research and evidence-based practices to the state on behalf of Georgia’s youngest children. Specific areas of impact include:

- Facilitating cross-sector and cross-agency partnerships to support the needs of Georgia’s youngest learners (e.g., Frontiers of Innovation, Georgia’s Quality Rating and Improvement System for child care)
- Engaging national partners to support Georgia’s early childhood systems (e.g., BUILD Initiative, Harvard Center on the Developing Child)
- Advocating for public policies that will strengthen and improve early education in Georgia (e.g., funding for Georgia’s Pre-K program, family-friendly workplaces)
- Creating new partnerships and programs to support early language and literacy development and early childhood education programs in Georgia (e.g., Mayor’s Summer Reading Club, Early Childhood Funders’ Roundtable, Promise All Atlanta Children Thrive (PAACT))

Intern’s title: Intern

Number of interns requested: 1

Internship project/job description:
Selected intern/s will work primarily on the two projects described below. Depending on experience and ability, there are additional potential projects to which the intern could contribute.
Mayor’s Summer Reading Club

The Mayor’s Summer Reading Club (MSRC) is a collaboration between the City of Atlanta and GEEARS, and other direct service community partners. This program promotes literacy skills and vocabulary enrichment in children ages birth through five and their parents. Each summer, two city-wide book choices are designated for children ages 0-5, respectively, to share with families at no cost to them. Throughout the summer, partner organizations host “book club reads” where children participate in various hands-on activities designed to make the books more meaningful for children and families. GEEARS provides the books and operational and marketing support.

Intern responsibilities for this project will include:

- Drafting a bi-weekly newsletter to MSRC partners and supporters
- Collaborating with partner organizations to collect and share information and stories
- Attending community partner MSRC events and serving as a liaison for partners and GEEARS at events (taking photos or assisting as needed)
- Assisting the Communications Manager with training partners on program communications and marketing
- Preparing materials to share with community partners
- Creating and administering a program end survey for participating partner organizations
- Producing social media content for the program and engaging with supporters online
- Assisting in coordination and planning of MSRC events
- The intern is really the face of this project in the summer and will interact with numerous community groups.

Promise All Atlanta Children Thrive (PAACT)

PAACT is a citywide alliance focused on improving outcomes for children ages 0-to-5 years old who grow up in Atlanta. We help leaders in government, education, community organizations, and the business sector work together to support and fund programs aimed at providing high-quality educational opportunities and resources for every family with a child under 5 years old.

GEEARS: Georgia Early Education Alliance for Ready Students, convened a group of 24 Atlanta leaders to work together to create a plan to dramatically change the trajectory of Atlanta’s youngest children and their families. Members included the Mayor’s Office, Atlanta Public Schools, and the Atlanta City Council. The group released a plan that includes 8 recommendations focusing primarily on closing the equity gap for the City’s low-income infants and toddlers. We are now implementing the plan and transitioning to an advisory board structure and launching working groups.

Intern responsibilities for this project will include:

- Support the facilitation of the working groups’ strategic round tables.
- Support the management of the working groups.
- Attend working group meetings and assist in coordination of the groups.

Additionally, intern/s may have the opportunity to contribute to the following at GEEARS:

- Assist on implementation of new constituent management system (CRM), evaluating processes, data support, helping with integration of CRM into daily work at GEEARS.
- Assist with writing op-eds, fact sheets, and community outreach.
- Develop/design fact sheets related to issues concerning early childhood development and benefits of high-quality early care and learning.
Qualifications:

Successful applicants will have:
- Good interpersonal skills and a positive attitude.
- Attention to detail.
- Word, Excel, and social media acumen.
- Ability to manage in a fast-paced environment, sometimes with minimal information.
- A passion for early childhood development, health and education policy, early childhood education, and/or literacy.
- Strong written and oral communication skills required.
- Experience in public policy and research methods preferred.
- Political science, public health, public policy majors preferred.
- Reliable transportation
- Thrive on flexible and fluid workdays.

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. GEEARS will pay mileage and parking for work related use.

Is placement site accessible by public transit or other transportation options?
Yes, our office is accessible by public transit; however, the intern most likely will have to drive to various locations throughout the city that are not served by public transportation. The office is approximately 2 blocks from two separate MARTA stations (Lenox and Buckhead Financial Center. Buckhead Station on the Red Line is a two-minute walk. Lenox Station on the Gold Line is ten.)