

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

Organization Name: Hand, Heart and Soul Project

Address: 220 Arrowhead Blvd, Suite 20 Jonesboro, GA 30236, USA

Phone: 770-596-6890

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

Internship Supervisor: Wande Okunoren-Meadows

Supervisor's contact information including e-mail:
wande@handheartsoulproject.org

Organization's Mission Statement:

The mission of the Hand, Heart and Soul Project is to celebrate community and confront inequity by developing and growing a movement of leaders. We empower others by creating and sustaining purpose driven projects that educate, inform and inspire others.

Summary of organization's primary programs and services:

- We provide children and families access to nutrient-dense foods
- We work with early childhood centers to develop holistic programs focused on health, education, wellness, and nutrition
- We serve as expert ambassadors around local, state, and national platforms to promote and elevate policies surrounding food security, access, wellness, and high-quality early education.

Intern's title: Volunteer Coordinator

Number of interns requested: 1

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

Responsibilities include:

- Communicating with volunteer organizations i.e the Junior League of Atlanta to garner support for service events.
- Manage a database of volunteers
- Assist the Executive Director in running service events
- Assist the Executive Director in running other community outreach events around Clayton County
- Other administrative duties relating to service as assigned

Qualifications:

- Undergraduate student of any year
- Strong communication skills
- Time management

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

Immunization record, Georgia Dept. of Early Care and Learning background check

Will the internship require that the student have a car?

A car would be preferred, but as long as the student has access to some form of transportation.

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

Yes, MARTA