

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

Organization Name: Decatur Legacy Project

Address: 500 South Columbia Drive, Decatur, Ga, 30030

Phone: 678-529-9280

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

Internship Supervisor: Madeleine Henner, Director of Programs

Supervisor's contact information including e-mail.
madeleine.henner@legacydecatur.org

Organization's Mission Statement:

We grow programs, partnerships, and resources that create and support a positive legacy for Decatur. Our efforts are particularly focused on inclusive housing, community-building, and environmental stewardship — and on supporting grassroots groups whose own efforts align with ours.

Summary of organization's primary programs and services:

The Decatur Legacy Project d/b/a Legacy Decatur is a 501c3 organization created in 2014 to support projects and programs that are aligned with the values and goals of the City of Decatur's strategic plan as developed by the community. The organization acts as the fiduciary partner for small citizen-driven programs such as the Friends of the Decatur Cemetery, Moore Chapel Gardeners and the Season of Giving Project. It also serves as a fund-raising partner for specific community projects like the John Lewis Tribute effort. In addition to this broader mission, the organization entered into an Operational Management Agreement with the City of Decatur to manage operations and programs at Decatur Legacy Park.

As the management entity for Legacy Park, the organization is responsible for bringing the [Master Plan](#) to life by seeking out partnerships to bring funds and expertise to the variety of projects. The 77-acre Legacy Park

focuses on environmental preservation and education, recreation, affordable housing, and inclusive community building.

Intern's title: Development Intern

Number of interns requested: 1

Internship project/job description:

The primary role of the Legacy Decatur Development Intern will be to research funding opportunities that relate to the Legacy Decatur mission, put together a calendar of application windows, and compile drafts for a number of grant proposals. With the grant templates that the intern completes, Legacy Decatur will have the ability to expand our grant application capacity throughout the year.

In order to be effective, the intern will learn about Legacy Decatur's relationship to the City of Decatur, Legacy Park tenants, and the larger community by attending meetings, events, and engaging with stakeholders.

Expected in-person hours:

Tuesday, Wednesday, and Thursday
9am-3pm

Qualifications:

- Strong written and oral communication
- Effective project management skills
- Attention to detail
- Independently motivated
- Flexible in team environment

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

Legacy Decatur requires a background check for all candidates.

Will the internship require that the student have a car? No

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

Yes, Legacy Park has a MARTA bus stop on the property and sits one mile from the Avondale MARTA station.