

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

**Organization Name: Open Hand Atlanta, Inc.**

Address: 181 Armour Drive, NE, Atlanta, GA 30324

Phone: 404-419-1107

Web site: [www.openhandatlanta.org](http://www.openhandatlanta.org)

Internship Supervisor: Joe Gallagher

Supervisor's contact information including e-mail.

[jgallagher@openhandatlanta.org](mailto:jgallagher@openhandatlanta.org), 404-419-1107

Organization's Mission Statement: We Cook. We Deliver. We teach. We care.

Summary of organization's primary programs and services: Open Hand Atlanta delivers love, dignity and nutrition to neighbors in need. For more than 30 years, we have provided delicious, nourishing meals and nutrition education to thousands of people who are home-bound or too sick to cook for themselves. We serve seniors, children and families, and neighbors who are at risk for or have a disability or illness. We believe food is love and food is medicine.

We empower people to live healthier lives with dignity. Our experienced chefs create made-from-scratch meals that promote health and are approved by registered dietitians before they are delivered directly to our clients' homes. Our meals are top quality and sold to paying customers through our social enterprise, Good Measure, which funds our mission. All clients--paying or not--receive the same nourishing, delicious meals, because everyone deserves access to high quality, healthy food.

Intern's title: Resource Development and Special Events Intern

Number of interns requested: 1

Internship project/job description (please include a virtual/socially distanced option if possible): This position works closely with the Donor Relations Coordinator and the Special Events Manager in order to prepare documents and other collateral materials, provide support for special events, and accomplish departmental administrative tasks. The right candidate will be an extremely organized individual with the highest level of attention for detail. Close, daily communication with the entire Resource Development team is necessary, especially when support for special projects is needed. Attendance will be required at development events that sometimes take place outside the office. This position is to support the Development team wherever needed.

Qualifications: Microsoft Office Suite experience preferred. Personable communication and phone skills also necessary.

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

Will the internship require that the student have a car? Preferred

Is placement site accessible by public transit or other transportation options? Yes, accessible by MARTA Bus.