Organizations Name: Woodruff Park

Address: 84 Walton St, Ste 500, Atlanta, GA 30303

Phone: (404) 658-1877

Website: www.woodruffpark.com

Internship Supervisor: Ansley Whipple, Woodruff Park Project Manager

Supervisor’s contact information including e-mail: 404.274.9370 / awhipple@atlantadowntown.com

Organization’s Mission Statement: Founded in 1995 by Central Atlanta Progress, the Atlanta Downtown Improvement District is a public-private partnership that strives to create a livable environment for Downtown Atlanta.

Summary of organization’s primary programs and services:
The Atlanta Downtown Improvement District is a 501(c)(3) non-profit, charitable corporation created by Central Atlanta Progress to make Downtown safer, cleaner and more hospitable. Additionally, ADID manages the operations and programming of Downtown Atlanta’s Woodruff Park. 2016 began an era of revitalization of the Park that continues today. Recent updates include: a new visual identity, the Game Cart, Wi-Fi, banners, umbrellas, colorful furniture, year-round events and programs, and a social worker dedicated to serving those in need in the park.

Intern’s title: Woodruff Park Creative Placemaking Intern

Number of interns requested: 1

Internship project/job description:
The Atlanta Downtown Improvement District (ADID) seeks an intern to assist with programming and communications for Woodruff Park. The Park, which is currently undergoing a period of revitalization, is owned by the City of Atlanta and managed by ADID. Our goal is to help the Woodruff Park reach its potential as a valuable public space for everyone in the community. We also hope to attract more students to the Park through marketing efforts and special events and programs. The Atlanta Downtown Creative Placemaking will gain experience in community engagement practices, event planning and facilitation, office administration, and program design.
**Essential Duties / Responsibilities:**
- Support Woodruff Park Project Manager with event planning and management, including assisting with vendor and partner communications and approval processes, permitting, developing new event and program ideas, and being on-hand for events as your schedule allows
- Assist with mailings, print production, collateral distribution, and outreach
- Assist with Woodruff Park strategic plan implementation
- Assist with Woodruff Park Game Cart management, operations, and programming

**Qualifications:**
- Excellent written and verbal communications skills
- Proficiency in Microsoft Office Suite
- Knowledge of social media platforms, especially Instagram
- A passion for social impact, community engagement, and public spaces is preferred
- Experience working with underserved populations is preferred

**Will the internship require that the student have a car?** No, a car is not required.

**Is placement site accessible by public transit or other transportation options?**
The worksite is easily accessible via public transit. The ADID office and Woodruff Park are located less than a half mile from both Peachtree Center and Five Points MARTA stations.