



## GEORGIA FAMILY COUNCIL

*Stronger Families. Educated Children.  
Responsible Government.*

### **Administrative Assistant Intern**

#### **Mission of the Organization**

Georgia Family Council (GFC) is a non-profit research and education organization committed to fostering conditions in which individuals, families and communities thrive. Carrying out that mission is a challenging endeavor that requires a multi-faceted approach. So GFC is organized under three Centers: Center for Policy Studies, Center for an Educated Georgia and Center for Community Initiatives.

#### **Description of Internship:**

**Department:** Center for Community Initiatives

**Position:** Administrative Assistant Intern for CCI and CMFI

**Reports to:** Program Director of CCI

**Dates of Internship:** Flexible (based on availability and community needs)

The Administrative Assistance will be expected to assist with the following tasks while gaining hands-on experience and training in the work of a non-profit organization.

- Research, collect and create a database for local community social data
- Work with community leaders and provide them with support that is consistent with GFC's mission
- Serve as point-of-contact for administrative inquiries
- Prepare handouts and order workshop materials as needed
- Track event expenses and submit check requests as needed
- Manage registrations in Access an Excel
- Assist with meeting preparations including scheduling venues, attendees, preparing materials, reserving rooms, etc.
- Prepare handouts and gather materials as appropriate

In addition to the responsibilities outlined above, interns will share in additional administrative duties, including:

- Answer the phone
- Assist with preparing and mailing routine correspondence
- Assist GFC staff and Community Marriage and Family Initiatives as needed

Interns will be expected to be flexible and show a willingness to assist in any area of the organization as needs arise.

### **Qualities sought in an intern**

- Strong commitment to the mission and core principles of Georgia Family Council along with a strong interest in development and administration
- Strong computer skills (Microsoft Office suite (Outlook, Word, Excel, Access, Power Point and Publisher), internet research)
- Strong written and verbal communication skills
- Ability to work independently and in teams
- Ability to handle multiple projects simultaneously
- Effective and decisive when faced with organizational issues and opportunities
- Ability to work well with strong personalities
- Self-confidence, flexibility, and creativity
- Organizational skills, including self motivation and attention to detail
- Willingness to learn in a fast-paced environment

### **Suggested areas of study and/or specialization**

- Marriage and Family Counseling
- Social Work
- Non-profit Leadership
- Public Relations
- Sociology
- Research Studies
- Other related majors (Communication, Community Development, etc.)

### **How to Apply**

To apply send cover letter, resume and two references by mail at:

Georgia Family Council  
Attn: GFC Internships  
3500 Parkway Lane, Suite 460  
Norcross, GA 30092

If you have any questions, email us at [internships@georgiafamily.org](mailto:internships@georgiafamily.org) or contact Katherine Greene at 770-242-0001.

For more information about Georgia Family Council, visit [www.georgiafamily.org](http://www.georgiafamily.org) or call 770-242-0001. The Center for an Educated Georgia at Georgia Family Council can be found at [www.educatedgeorgia.org](http://www.educatedgeorgia.org).