



GEORGIA FAMILY COUNCIL

*Stronger Families. Educated Children.
Responsible Government.*

Communications 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: Communications

Position: Communication Intern

Reports to: Director of Communications

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

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

- Write and assist in writing content for various GFC publications (articles, blog posts, research briefs, letters, commentaries, etc.)
- Research content ideas for GFC publications
- Assist GFC staff with editing needs
- Research and assist writing of GFC's column
- Assist with social media
- Maintain electronic lists of GFC contacts and media
- Conduct other communication-related tasks as needed

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

- Answer the phone
- Assist with preparing and mailing routine correspondence
- Assist GFC staff as needed and required

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

Please note: Due to the heavy concentration of writing required by this particular position, **three** writing samples are requested as part of the application process.

Qualities sought in an intern

- Strong commitment to the mission and core principles of Georgia Family Council along with a strong interest in communication
- Strong computer skills (Microsoft Office suite, internet research, website development—preferred, but not necessary)
- Strong written and verbal communication skills
- Developed research 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

- Journalism
- Public Relations/Marketing
- English
- Political Science
- Sociology

How to Apply

To apply send cover letter, resume', three writing samples 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 or contact Katherine Greene at 770-242-0001.

For more information about Georgia Family Council, visit 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.