



GEORGIA FAMILY COUNCIL

*Stronger Families. Educated Children.
Responsible Government.*

Education 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 an Educated Georgia

Position: Education Intern

Reports to: Director of the Center for an Educated Georgia

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

The Education 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.

- Develop and maintain a working knowledge of state-level school choice and education reform policies
- Provide research for CEG initiatives and research projects
- Track state and federal education legislation
- Assist in the writing of policy summaries, briefs, reports, and monthly newsletter content
- Assist in managing political coalitions
- Monitoring media stories
- Periodic website updates
- Grassroots field work
- General administrative duties (copying, answering phones, data entry, appointment scheduling, etc.)

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 core principles of Georgia Family Council and the mission of Center for an Educated Georgia, along with a strong interest in educational choice
- Strong computer skills (Microsoft Office suite, internet research, website development—preferred, but not necessary)
- Strong written and verbal communication skills
- Ability to work independently and in teams
- Developed research skills
- Comfortable working with the general public

- Ability to handle multiple projects simultaneously
- Ability to work well with strong personalities
- Self-confidence, flexibility, and creativity
- Organizational skills, including self motivation and attention to detail

Suggested areas of study and/or specialization

- Economics
- Education
- Government
- Law or Pre-Law
- Political Science
- Sociology
- Other related majors (Communication, International Affairs, Public Administration, 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 or call 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.