



GEORGIA FAMILY COUNCIL

*Stronger Families. Educated Children.
Responsible Government.*

Family and Community Initiatives 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: Family and Community Initiatives Intern

Reports to: CCI Program Director

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

The CCI Intern will be expected to assist with the following tasks:

- Research, collect and create a database for local community social data (includes marriage, divorce, out-of-wedlock births, cohabitation and domestic violence.)
- Work with community leaders and provide them with support that is consistent with GFC's mission.
- Create database(s) with community contact information
- Assist in creating marketing materials such as brochures, flyers, public service announcements, invitations, etc.

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

- Answering the phone
- Assisting with preparing and mailing routine correspondence
- Assisting 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.

Qualities sought in an intern

- Strong commitment to the mission and core principles of Georgia Family Council along with a strong interest in marriage and family
- 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
- Ability to handle multiple projects simultaneously
- 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 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.