



## GEORGIA FAMILY COUNCIL

*Stronger Families. Educated Children.  
Responsible Government.*

### **Human Resource and Development 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:** Human Resource and Development

**Position:** Human Resource and Development Intern

**Reports to:** Director of Operations

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

The HR and Development 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:

- Process incoming mail to president. Organize and prioritizes correspondence to be answered by all executives.
- Maintain office supplies, postage meters, and printer supplies in accordance with cash flow and annual budget constraints.
- Answer and screen President's telephone calls; arranges phone appointments and conference calls.
- Greet scheduled visitors for President and conducts to appropriate area.
- Arrange and coordinate travel schedules and reservations for president, and sometimes other staff.
- Completes president expense reports at end of month.
- Assist the Department of Public Affairs with any development and/or communication event or activity.
- Assist with the following projects: research and development of an Employee Handbook, receive Razors Edge training and research and development of a Razors Edge Policy and Guidelines Manual

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.

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

- Strong commitment to the mission and core principles of Georgia Family Council along with a strong interest in operations and administration
- 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
- 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**

- Management
- Human Resources
- Business

#### **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).