



## GEORGIA FAMILY COUNCIL

*Stronger Families. Educated Children.  
Responsible Government.*

### **Policy 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 Policy Studies

**Position:** Policy Intern

**Reports to:** Director of the Center for Policy Studies

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

The Policy 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.

- Research, develop and maintain a working knowledge of a broad range of policy issues that are consistent with GFC's mission
- Write and assist in the writing of policy summaries, briefs, reports, commentaries, speeches and testimony
- Assist in developing and managing coalitions formed around specific policy initiatives
- Other research and writing projects as assigned

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 core principles of Georgia Family Council and the mission of Center for Policy Studies along with a strong interest in public policy
- 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**

- Anthropology
- Government Studies
- History
- 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](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).