



GROWING LEADERS

INTERNSHIP OVERVIEW

Growing Leaders is a non-profit organization based in Atlanta, GA committed to emerging leaders. Our mission is to turn ordinary students into growing leaders who will transform society. We offer internship opportunities that provide both personal and professional development. Interns gain valuable experience while serving alongside Growing Leaders staff members. Positions are available during the spring, summer and fall semesters.

APPLICATION PROCESS

Qualifications:

- 19 - 25 years old
- Fully support the mission of Growing Leaders
- Described as an initiator and "go-getter" by friends, family and colleagues
- Energized by working in a team environment
- Demonstrate professionalism and mature communication skills
- Has a servant heart and strong work ethic - willing to do "whatever it takes" to get the job done
- Exemplifies and lives a life of character and integrity.

Interested applicants must submit the Internship Application along with a resume, photo and cover letter.

A select group of applicants will be chosen for the interview process. After the interview process, applicants will be notified if they have been chosen for the Internship Program.



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WEEKLY ROUTINE & DEVELOPMENT PLAN

The weekly routine varies depending on the events schedule and team projects. Interns are assigned a variety of tasks, or are assigned to assist a Growing Leaders staff member. We expect each intern to take initiative with projects and tasks, to have a heart to serve, and to be an engaged member of our small core team. The Intern Leadership Development Plan includes a monthly teaching time with Tim Elmore and/or our Vice President, Holly Moore, leadership development reading assignments as well as the opportunity to participate in team meetings, planning and brainstorming sessions to develop your professional skills.

Internships are based on the organization's needs for each semester. They may include involvement in the following areas:

- Assistant to Office Manager
- Assistant to Partnerships Coordinator
- Assistant to Customer Relations Coordinator
- Assistant to Vice President
- Public Relations and Communications
- Sales and Marketing
- Graphic Design
- Donor Development
- Shipping/Receiving

SCHEDULE

Intern positions are typically 3-4 months in length (a school semester) and require a time commitment of at least 40 hours per week (Monday-Friday, 8:30am-5:00pm). In addition, Interns periodically serve at an in-town or out of town event. These events may occur after hours or on weekends, so interns are expected to be flexible and ready to serve if needed.

Please refer to website for start and end dates for each semester as well as application deadlines.



GROWING LEADERS

INTERNSHIP OVERVIEW

FAQS

What is the application timeline?

Please refer to the website for updated information on application deadlines and internship start and end dates.

Will Growing Leaders help Interns with housing?

Growing Leaders does have limited housing opportunities available for Interns on a first come, first serve basis. Interns typically stay with "Host Families" who are friends and partners of Growing Leaders. However, if an Intern has any connections to friends or family members in the metro Atlanta area, it is encouraged for them to pursue that option first.

Can I get college credit for the internship?

If your college or university gives academic credit for internships, we are happy to work directly with your counselors and/or professors to provide written documentation and other assistance to help you meet all of the necessary requirements.

Is the internship paid?

Yes, Interns are paid a monthly stipend of \$500.

Will I hear from someone immediately?

You will receive an email from us confirming our receipt of your application. Due to the number of applications received, we will only contact applicants we choose to interview.

Do I need a car?

Yes. You will need to provide your own transportation to and from work and special events.

Will I work on the weekends?

Maybe. Depending on the event schedule, periodically Interns and staff members are asked to help at an event. This may include traveling out of state or exhibiting at a conference on behalf of Growing Leaders. Although we try to plan in advance, Interns are asked to keep their schedule flexible.

Can I work an outside part-time job?

It is preferred that you do not, but if necessary, we will consider it on an individual basis based on circumstances.

Are international applicants eligible?

No. Unfortunately we are only accepting U.S. residents at this time.



GROWING LEADERS

DIRECTIONS FOR INTERNSHIP APPLICATION

- Complete the entire application
- Update your resume and prepare a cover letter
- Prepare a one page biographical sketch telling us a little bit about you. Your background, a little about your journey, strengths, etc. and why you would like to be part of the internship.
- Email completed application, resume, a photo of yourself, and cover letter to internships@growingleaders.com or mail to:

Growing Leaders
Attn: Internships
270 Scientific Dr. NW
Suite 10
Norcross, GA 30092

Please be mindful of the application deadline. Late applications will not be considered.



GROWING LEADERS

INTERNSHIP APPLICATION

Applicants are received and Interns are accepted without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, and veteran's status. The receipt of this application does not mean that an Intern position is available nor does it obligate us in any way. We appreciate your interest in our organization. Please submit this completed application with a cover letter explaining why you would like to serve on the Growing Leaders team along with a resume. While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please include. PLEASE PRINT OR TYPE ALL INFORMATION.

1. PERSONAL INFORMATION

Name: _____
First Middle Last

Current Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____ Email: _____

Gender: _____ Age: _____ Date of Birth: _____

Marital Status: _____ # of Children (if applicable): _____

Are you a US Citizen?: _____ What languages can you read, speak & write fluently? _____

Emergency Contact Name: _____ Relationship: _____ Phone: _____

Have you ever been convicted of a crime other than a minor traffic violation? If yes, please explain.

Have you ever applied for the Growing Leaders internship in the past? _____

How did you hear about the Growing Leaders internship? _____



GROWING LEADERS

INTERNSHIP APPLICATION

2. CHURCH & LEADERSHIP

Do you have a church home? _____

If yes, what is the name of your home church? _____

Where is your home church located? (city, state): _____

How long have you been attending this church?: _____

Have you served in any capacity? If so, what areas? _____

Have you been involved in any other leadership or volunteer roles at your church, in your community or on your college campus? if so, please explain: _____

3. EDUCATION INFORMATION

Name of High School Attended: _____

Graduation Date: _____ Location (City, State): _____

List colleges, universities of other schools you have attended:

Name: _____ Location (City, State): _____

Dates Attended: _____ Diploma/Degree: _____

Name: _____ Location (City, State): _____

Dates Attended: _____ Diploma/Degree: _____

Name: _____ Location (City, State): _____

Dates Attended: _____ Diploma/Degree: _____



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INTERNSHIP APPLICATION

4. EMPLOYMENT INFORMATION

Current Employer: _____ Date Hired: _____
Name of Immediate Supervisor: _____ Phone #: _____
Current Position: _____
Responsibilities: _____

Previous Employer: _____ Dates of Employment: _____
Name of Immediate Supervisor: _____ Phone #: _____
Position: _____
Responsibilities: _____

Previous Employer: _____ Dates of Employment: _____
Name of Immediate Supervisor: _____ Phone #: _____
Position: _____
Responsibilities: _____

5. PERSONAL REFERENCES

Name: _____ Phone #: _____ Years Known: _ Relationship: _____
Name: _____ Phone #: _____ Years Known: _ Relationship: _____
Name: _____ Phone #: _____ Years Known: _ Relationship: _____

6. APPLICANT'S STATEMENT - READ CAREFULLY!

The information I have given is correct and may be verified by Growing Leaders if necessary. I understand that if I am accepted into the Internship Program, Growing Leaders reserves the right to disqualify me from the Internship Program for any reason it deems appropriate. I hereby release and hold Growing Leaders harmless from all claims arising under this application.

Signature

Date