



# 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

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, but not limited to, 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.**



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### 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.