

**Servant Leadership Summer Internship Placement Site  
Job Description Information Sheet  
Summer 2024**

Organization Name: **The Anti-Defamation League (Southeast Region)**

Address: **55 Ivan Allen Jr. Boulevard NW, Atlanta, Georgia 30308**

Phone: **(404) 262-3470**

Web site: **<https://atlanta.adl.org/>**

Internship Supervisor: **Ryan Pelfrey**

Supervisor's contact information including e-mail: **rpelfrey@adl.org**

Organization's Mission Statement:

**“To stop the defamation of the Jewish people and secure justice and fair treatment to all.”**

Summary of organization's primary programs and services:

**Based in Atlanta, the ADL Southeast Regional Office serves Alabama, Georgia, South Carolina, and Tennessee. The office provides anti-bias programming for schools, workplaces, and communal organizations, hate crimes training for law enforcement, advocates for social justice initiatives at all levels of government, and responds to incidents of antisemitism and hate throughout the four-state region.**

Intern's title: **Regional Operations Intern**

Number of interns requested: **One**

Internship project/job description (Please detail degree to which position is in-person, virtual, or hybrid.):

**Primary responsibilities include, but are not limited to, the following:**

- **Assist with the intake of reported incidents of antisemitism.**

- **Support development staff in the execution of fundraising programs, planning, and outreach.**
- **Assist with managing internal and external communications.**
- **Participate in the development and implementation of educational programs.**
- **Assist with the preparation of materials for programs, events, and presentations.**
- **Attend ADL events.**
- **Perform general office tasks as assigned.**

**This is a hybrid position, which allows for work to be conducted from home two days a week (Monday and Friday).**

Qualifications:

- **Admission to a postsecondary education institution (university, community college, etc.)**
- **Interest in civil rights, advocacy, social justice, education, or related fields.**
- **Dedication to ADL's mission.**
- **Familiarity with Microsoft Office Suite (Word, PowerPoint, etc.)**
- **Strong written and verbal communication skills.**

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?

**A security and background check will be conducted upon the offer of the internship position.**

Will the internship require that the student have a car?

**No, but it is encouraged.**

Is placement site accessible by public transit or other transportation options?

**Yes. MARTA's Civic Center Station is a short 5-minute walk from the office. The station is located at 435 West Peachtree Street NW, Atlanta, Georgia 30308.**