

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

Organization Name: Central Atlanta Progress

Address: 84 Walton St NW, Suite 500, Atlanta, GA 30303

Phone: 404-658-1877

Website: AtlantaDowntown.com

Internship Supervisor: Nina Dolgin, Marketing & Creative Specialist

Supervisor's contact information including e-mail:

ndolgin@atlantadowntown.com, 678-938-8231

Organization's Mission Statement: Founded in 1941, Central Atlanta Progress, Inc. is a private nonprofit community development organization providing leadership, programs, and services to preserve and strengthen the economic vitality of Downtown Atlanta.

Summary of organization's primary programs and services: The work of CAP includes a broad range of innovative programs and public-private partnerships focused on the economic development, physical environment, and marketing of Downtown Atlanta. Our work includes advocacy for public transit options, affordable housing, environmental sustainability in the urban core, and more. Our membership base includes corporations, small local businesses, civic organizations, regional leaders, and property owners whose support allows progress to continue.

Intern's title: Communications Intern

Number of interns requested: 1

Internship project/job description (please include a virtual/socially distanced option if possible):

Central Atlanta Progress (CAP) seeks a dynamic and motivated individual for a learning opportunity under the guidance of team of professionals who manage communications efforts for the organization. Reporting to the Marketing & Creative Specialist, the Communications Intern will perform a range of duties within the spectrum of marketing and communications to support the programmatic goals of the organization.

Duties and Responsibilities:

- Assist with partner outreach efforts – research, relationship-building, and coordination – for the *Reimagine the Legacy: Honoring Congressman John Lewis* community initiative.
- Assist Membership & Marketing department with contact management for the organization via Salesforce.
- Assist Communications Coordinator with maintenance of the organization’s website, with a focus on the website’s directories.
- Meet with Planning and Economic Development staff as well as Public Safety, Public Space Maintenance, and Outreach staff to help assess communications needs and challenges.
- Attend monthly Downtown Marketing Roundtable meetings that gather Downtown stakeholders. Assist with coordination as needed.
- Other duties, as assigned.

Qualifications:

- Excellent oral and written communication skills.
- Skilled in Microsoft Office Suite.

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? No If yes, please note them here:

Will the internship require that the student have a car? No. CAP will provide the student with either a MARTA card or a parking pass as needed.

Is placement site accessible by public transit or other transportation options? Yes, the CAP office is just a short walk (less than 10 min) from the Peachtree Center and Five Points MARTA Stations.