



Juvenile Justice Fund Operations Intern (Summer 2011)

The mission of the Juvenile Justice Fund (JJF) is to fulfill the unmet needs of children and families coming through Georgia's juvenile justice system. We partner with the Fulton County Juvenile Court to address those needs by advocating at the federal, state and local level; implementing direct service programs; providing education and training; and increasing public awareness. All children always matter is the driving force behind all of our programs, which are specifically focused on stopping the commercial sexual exploitation of children (CSEC) and supporting family reunification efforts.

Our internship program is designed to give undergraduate and graduate students the opportunity to actively participate in the work we do to protect and serve the children who need us most. Although interns will work within a specific program or department, our hope is that they will understand the totality of JJF and will be able to work from a framework that encompasses the entire organization. In addition to providing essential programmatic assistance to JJF staff, interns will gain an understanding of critical issues for youth in metropolitan Atlanta, learn more about the way a non-profit organization operates, obtain valuable skills they can take into the workforce upon graduation and participate in networking opportunities with JJF staff and juvenile court employees. The Operations Intern will work directly with the Operations Team.

Operations Intern Responsibilities:

- Assist with fundraisers and soliciting donations
- Maintain the blog and other social media (Facebook, Twitter, etc.)
- Work on special research projects
- Provide administrative support for the Operations Team
- Update the contact management system on a regular basis

To apply for the Operations Intern position, please complete the included application. Applications may be submitted by e-mail to allisonhood@juvenilejusticefund.org, by fax to 404.224.1082 or by mail to

Juvenile Justice Fund
395 Pryor Street, Suite 2117
Atlanta, GA 30312

The deadline for applications is April 4, 2011. This is a part-time, unpaid position. The internship session lasts from May to August 2011 and will require a minimum of 10 hours per week. For more information about the Juvenile Justice Fund and our Internship Program, please visit our website at www.juvenilejusticefund.org. If you have any questions, please feel free to contact Allison Hood by phone at 404.612.4628 or by e-mail at allisonhood@juvenilejusticefund.org.



Internship Application

Full Name		
Current Address		
City	State	Zip Code
Permanent Address		
City	State	Zip Code
Home Phone Number		Cell Phone Number
Email Address		
Preferred Form of Contact		
Emergency Contact		
Phone Number		Relationship

What areas are you most interested in? Please select your top 3 choices in order of preference.

A Future. Not A Past.		CEASE		Development/Outreach	
Family Visitation		Operations		Project Ready Set Go!	

What is your availability?

Monday	to
Tuesday	to
Wednesday	to
Thursday	to
Friday	to

What session are you applying for?

Fall	
Spring	
Summer	

Please list any relevant experience and/or skills (e.g. Microsoft Word, communications, etc.)



Please include the following with your application:

- Short essay stating your personal, academic and professional goals and how an internship with JFJ would further those goals
- Cover letter and resume
- Two letters of reference

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