



GROWING LEADERS

INTERNSHIP PROGRAM

OVERVIEW & FAQs

We are so excited that you are interested in the Growing Leaders Internship Program! Each semester our interns add great value to our organization, and we look forward to each new class.

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 supports the mission of Growing Leaders
- Described as an initiator by friends, family and colleagues
- Enjoys working in a team environment
- Demonstrates professionalism and mature communication skills
- Exhibits servant leadership
- Maintains a strong work ethic and stamina to enjoy a high-paced work environment
- Exemplifies a life of character and integrity.

Interested applicants must do the following to be considered for the Growing Leaders Internship Program:

1. Complete the Internship Application (<http://goo.gl/forms/mCYoGcKFJL>).
2. Email resume, cover letter and recent photo to internships@GrowingLeaders.com.
3. Select and contact three references to complete the Growing Leaders Internship Program Reference Form (<http://goo.gl/forms/2g4AH0pLMm>).

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



GROWING LEADERS

INTERNSHIP PROGRAM

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 team. The Growing Leaders Internship Program 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 and the strengths of the interns we select. They may include involvement in the following areas:

- Sales and Marketing
- Assisting the Office Manager
- Event Planning
- Assisting the Customer Relations Coordinator
- Public Relations and Communications
- Graphic Design
- Donor Development
- Resource Management

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 in-town or out of town events. 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 PROGRAM

FAQS

What is the application timeline?

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

Are international applicants eligible?

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

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?

No, however Interns are paid a monthly stipend of \$500.

Will I hear from someone immediately after applying?

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.

Is the internship full-time?

Yes. Interns will work normal business hours alongside staff members. The hours are typically 8:30am - 5:00pm, Monday through Friday and occasional weekends based on 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.



GROWING LEADERS

INTERNSHIP OVERVIEW

FAQS

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.

Can I take classes during this internship?

It is preferred that you not enroll in classes during this internship. However, we will consider it on an individual basis.

Will I receive any vacation time?

Interns will receive two days of vacation to use during their internship. However, this vacation time may not be used during the month of June due to the National Leadership Forum event that Growing Leaders hosts.

Will I be working with students?

Not directly. Though the vast majority of what we do is intended to impact the emerging generations, we work primarily with educators, coaches, parents and others who work with young leaders. As an intern, your work would impact students and you may attend events that are for students, however, the day-to-day would be spent in an office environment (though a fun one!).