**Georgia Council on Aging Internship Description**

**Name of Agency:**
Georgia Council on Aging

**Purpose of Organization:**

The purpose of the Georgia Council on Aging is embodied in its mission: to serve in an advisory capacity to the Governor, the General Assembly, the Board of Human Resources, and all other State agencies on aging issues and to advocate with and on behalf of aging Georgians and their families to improve quality of life. The Council provides leadership to the Coalition of Advocates for Georgia’s Elderly (CO-AGE), researches aging issues, and publishes fact sheets and other educational materials to increase public awareness and understanding of issues of concern to Georgia’s older adult population. During the General Assembly session, the Council cosponsors the Senior Issues Newsletter which is a weekly summary of legislation that may affect seniors. Through the state’s university system, the Council promotes gerontology education and the development and training of professionals.

**Location/Directions to Internship Site:**

The Georgia Council on Aging is located at 2 Peachtree Street, N.W., Atlanta, GA 30303-3142. The building is on the corner of Peachtree Street and Marietta Blvd. Diagonally across from Woodruff Park. Adjacent to the building is the 5 Points Marta Station where north/south and east/west MARTA lines converge.
Duties of the Intern:

The intern will be heavily involved in preparing fact sheets, brochures and other educational or training materials, coordinating meetings and training sessions, attending legislative meetings and monitoring legislation, participating in staff and Council meetings, alerting advocates of legislative committee meetings and hearings, and updating and maintaining databases.

Desired Qualifications of the Intern:

The Council prefers students with some experience in aging and/or human services. The ability to communicate clearly, orally and in writing, is a critical skill. Initiative, ability to research issues and work as a team, good judgment and decision-making skills are necessary assets as well. The preparation of fact sheets and educational documents require keen attention to accuracy and to implication, and contribute to the credibility of issues and the Council’s position. It may be helpful for interns to know that all research projects and other tasks requiring publication of materials undergo rigorous scrutiny.

Time Requirements:

Internships are 20-40 hours per week. Students for less than 20 hours per week are not acceptable. Starting and ending dates are somewhat flexible.

Other relevant comments:

The Council has had interns who were graduate students from University of Georgia, Georgia State University, Emory University, Clark Atlanta University, Spelman College and Kennesaw State University.

Name of Contact Person:

Abby Cox, Aging Services Coordinator
404/657-5348; fax 404/657-1722
Will internship be paid?

Unfortunately the Council does not pay for interns, but we may provide the hours you may need to fulfill a practicum or volunteer service requirements.

Are there job possibilities at the site?

The Council is in the building that houses the Georgia Department of Human Services. Opportunities could arise for an intern with other departments in the building. The Council does not currently have any staff vacancies.