

The Georgia Justice Project

Atlanta, GA

Mission Statement: Georgia Justice Project (GJP) is a non-profit legal organization that breaks the cycle of poverty by defending the indigent criminally accused and, win or lose, standing with them as they rebuild their lives. GJP provides free criminal defense to the indigent citizens of Atlanta, social services (counseling, prison visitation, job readiness, etc.), as well as help with criminal record restriction through the Coming Home Program. GJP also works to change Georgia law to reflect the best interests of our clients and community through policy advocacy.

Internship Title: GJP Undergraduate/Social Work Intern

On-site Supervisor/Co-educator:

Julie Smith
COO & Director of Social Services
julie@gjp.org
(404) 827-0027, ext. 222
438 Edgewood Avenue SE
Atlanta, GA 30312

Duties/Project Description:

- Client intake and application procedures
- Program development and implementation (employment search, support services)
- Event planning and logistics
- Marketing and communications
- Book Club/Discussion group meetings
- Client case work and jail visits
- Assist with administrative projects that involve the entire office
- Various learning day trips and other group activities

Qualifications:

- Excellent communication skills, both written and oral
- Resourcefulness and good common sense
- Flexibility, willingness to work as a team member
- A desire to work with low-income communities
- Proficiency with Microsoft programs: Word, Excel, Publisher

Supervision/Mentor Schedule: Intern will interact daily with supervisor, set and review goals as needed

Non-English language requirement? N/A

Working Conditions:

- Schedule: Monday-Friday, 9:00 am-5:00 pm
- Desk with computer and phone, open space office cubicle
- Dress Code: Business casual

REV: July 2014

Recommended Preparation:

- *Transformative Criminal Defense Practice: Truth, Love, and Individual Rights – The Innovative Approach of the Georgia Justice Project* by Doug Ammar and Tosha Downey, Fordham Urban Law Journal (2003)
- *The New Jim Crow: Mass Incarceration in the Age of Colorblindness* by Michelle Alexander (2010)

Is the organization accessible via public transportation? YES / NO

Does the internship require use of personal vehicle? Yes/ No / No, but encouraged