



Non-Profit Administration Student Internship

About ACCA

The Athens Community Council on Aging has, throughout its history, coordinated a wide variety of programs and services for older adults and adults with disabilities in Northeast Georgia. ACCA's history of successful program administration and innovative service delivery has made it one of the leading agencies of its type in the Southeast. ACCA currently operates fourteen aging service programs across twenty-five counties.

Internship Objectives

The objective of this internship is to provide the student with practical knowledge of non-profit administration while working to further the mission of ACCA. This intern will work with the Director of Operations on the management of existing programs with an emphasis on compliance and data management. The intern will also assist with the development of new projects in collaboration with our academic partners. The student will gain a greater knowledge of evaluating the effectiveness of programming through data analysis, project management, and regulatory compliance.

Requirements

This internship requires:

- Strong interpersonal and communication skills
- Working knowledge of Microsoft Word and Excel
- The ability to work independently and make sound decisions
- The ability to work with a wide variety of individuals of various backgrounds and abilities
- Current enrollment in a degree program at an accredited college or university
- Valid Driver's License and auto insurance
- Completion of all ACCA paperwork and training, including clearing a background check

Responsibilities

The responsibilities of the Intern include, but are not limited to:

- Work with Director of Operations to conduct a comprehensive review of intake policies and procedures across all programs.
- Under the direction of the Director, update intake, assessment, and reassessment paperwork across programs.
- Provide support to the Director of Operations in the development of collaborative projects, including Elder-Student Co-Housing.
- Research and identify grant opportunities that align with agency programming and goals.
- Complete Meals on Wheels routes, as needed.
- Provide support to ACCA programs, as needed.

Time Commitment

This is a semester long internship opportunity with a minimum time commitment of 20 hours per week.