



## **JOB DESCRIPTION**

### **Community Development Intern**

Invest Atlanta is seeking a talented intern to support social impact programming that supports residents in historically underinvested neighborhoods in the City of Atlanta. The Intern will report to the Director of New Market Tax Credits. The successful intern will work up to 20-25 hours per week.

This unique position will provide dedicated support to Invest Atlanta's subsidiaries and affiliate companies, including Atlanta Emerging Markets (a certified Community Development Entity) and Invest Atlanta Partnership (a 501(c)(3) nonprofit).

The intern position will support a range of tasks, including grant writing, storytelling, and administrative coordination. Responsibilities will be tailored to align with the candidate's strengths and background; however, the ideal candidate will bring specialized skills in **ONE** (or more) of the following focus areas:

1. Grant writing, fundraising, philanthropy, development, and/or grant management
2. Social Impact Finance, Community Development, or Economic Development project management
3. Storytelling, social media, marketing, and/or digital communications

#### **Key Responsibilities**

##### **Grant Writing & Grant Management**

- Support the writing and submission of grant applications.
- Manage grant documentation, draw requests, and disbursements.

##### **Storytelling and Marketing**

- Develop, schedule, and post content across social media platforms.
- Support marketing campaigns for Atlanta Emerging Markets and Invest Atlanta Partnership.

### **Additional Administrative Support**

- Assist with preparation of board materials, presentations, and meeting logistics.
- Support scheduling, agenda development, and follow-up documentation.
- Support additional investment closings, including New Markets Tax Credits investments.

### **Qualifications**

- Currently enrolled in an undergraduate or graduate program (or a recent graduate).
- Preferred fields of study include marketing, communications, public administration, business, urban planning, nonprofit management, or a related field.
- Strong writing and communication skills.
- Ability to manage multiple projects and deadlines.
- Demonstrated interest in community development, economic mobility, or nonprofit work.
- Detail-oriented with strong organizational skills.
- Proficiency with Microsoft Office; experience with project management or CRM tools is a plus.

### **Resumes should be submitted to [jobs@investatlanta.com](mailto:jobs@investatlanta.com)**

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, females, individuals with disabilities, and veterans, are encouraged to apply.