



Outreach and Policy Intern Job Description

GEEARS seeks a part-time intern to support several outreach and policy projects for Spring 2025.

The Organization: GEEARS: Georgia Early Education Alliance for Ready Students works throughout Georgia to improve public policy, increase public awareness, conduct and translate research, and lead a movement to support high-quality early education and healthy development for children birth to five. Our vision is that every child in Georgia will enter kindergarten prepared to succeed and on a path to read to learn by the end of the third grade. GEEARS' offices are in the Buckhead area of Atlanta, Georgia.

The intern will support various communications and outreach initiatives of the GEEARS-convened Georgia Infant-Toddler Coalition, which seeks to advance the health, social, intellectual, and emotional well-being of infants and toddlers across Georgia. For more information, visit www.geears.org.

Responsibilities include:

- Supporting outreach to families, educators, and other key stakeholders to support their engagement in advocacy-related activities
- Assisting with the planning and coordination of community and legislative events
- Gathering and editing stories for a child care campaign
- Supporting the writing of reports and related materials
- Producing social media content in support of advocacy goals
- Attending meetings and events as requested
- Assisting with other projects as requested

Qualifications:

- Strong written and oral communication skills
- Strong project management skills
- Good interpersonal skills and a positive attitude
- Attention to detail
- Ability to perform in a fast-paced environment
- Proficiency in Excel
- Proficiency in social media, Canva, and video editing preferred
- A passion for early childhood development, health and education policy, early childhood education, and/or literacy
- A self-starter with a positive attitude and the ability to work independently as well as with others.
- Preferred majors/areas of study include: communications/marketing, public policy, education/psychology, political science, and public health



Additional Details:

- 10-20 hours/week through April or May 2025 (with potential to continue into the summer)
- Preference to begin in January 2025
- Hybrid position with regular access to computer and internet required
- Access to transportation required to come into GEEARS' office in Buckhead at least once per week on a schedule agreed upon with their supervisor
- Non-exempt position paid hourly (\$16-\$18/hour) based on experience and qualifications

Application: To apply, send resume, cover letter, and a list of two references to jwoltjen@gears.org with "Outreach and Policy Intern" in the subject line. No phone calls please. Applications will be reviewed as they arrive.