



BUCKHEAD CHRISTIAN MINISTRY

Emergency Assistance Internship

Job Description

About Buckhead Christian Ministry

Buckhead Christian Ministry (BCM) prevents hunger and homelessness for people facing life-changing events, such as job loss and medical problems. BCM provides emergency and housing assistance and life-skills education, placing special emphasis on the needs of low-income workers. BCM fosters community by engaging volunteers in bringing hope and compassion to people of all faiths.

Location

BCM is located in the heart of Buckhead at 2847 Piedmont Road, at the intersection where E. Wesley intersects with Piedmont, about ¼ mile south of Pharr Road.

Job Description

BCM is seeking a student intern to work for a designated period of time during the Summer or Fall/Spring semester. The intern will work closely with the Services Team for Emergency Assistance to assist with program implementation through the responsibilities listed below. The appropriate candidate will be a compassionate, responsible, problem solver who has a heart for ministering to people in need and is eager to learn. Training is provided. This is an unpaid internship.

General Responsibilities

Work with Atlanta's low-income residents and the homeless, INCLUDING BUT not limited to:

- *Coordinate Emergency Assistance Services*
 - a. Meet with clients to assess how BCM can best meet their needs, problem solve to find resources to empower themselves and their families, help distribute groceries to the hungry, and secure financial assistance for those facing eviction and utility disconnection.
 - b. Administrative Duties related to Services Department as needed (i.e. filing, data entry, etc.)
 - c. Assess and recommend clients for BCM case management services and other programs.
 - d. Maintain client files and agency records.

- *Coordinate Helpline and Client Welcome Center*
 - a. Answer the Helpline to determine callers' eligibility and schedule financial appointments.
 - b. Greet clients when they arrive at the office, locate and file client documents to ensure that appointments are seen efficiently.
 - c. Help compile updated resource material as needed to inform clients and volunteers of the latest services available.

To Apply

Please submit resume and cover letter to Tiffany Banks, Volunteer and Church Relations Manager at tiffanybanks@bcmatlanta.org.