Organization Name: International Rescue Committee-Atlanta

Address:
2305 Parklake Drive, Suite 100
Atlanta, GA 30345

Phone: 678-636-8928

Web site: www.theirc.org/atlanta

Internship Supervisor: Amber Mull

Supervisor’s contact information including e-mail.
678-636-8928
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Organization’s Mission Statement: The International Rescue Committee - Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to helping individuals and families from around the world who have escaped war or persecution, and is the largest refugee resettlement agency in Georgia.

Summary of organization’s primary programs and services:

The IRC serves refugees and asylees who are rebuilding their lives in the greater Atlanta area. By providing essential resettlement services including basic necessities, education, employment services, social services and advocacy, a committed staff of professionals and volunteers work together with refugees to lead the way from harm to home.

Intern’s title:
We have a number of internship opportunities available. Attached please find the descriptions.

Internship project/job description:
Please see list of internships below.

Qualifications:
Please see list of available positions below.
If there are other requirements for this position, security check, drug screen, immunizations, please note them here:

A background check is required with an associated request of $20.

**Will the internship require that the student have a car?**

Some of our internships do prefer a student have access to a personal vehicle. Please see the list below for further guidance.

**Is placement site accessible by public transit or other transportation options?**

Yes
IRC Atlanta Internships

Updated August 23, 2010

IRC Atlanta provides wonderful learning and career development experiences through our Internship Program. Interns must commit to a minimum of 120 hours. A commitment of 15 hours a week for at least 2 months is preferred. We offer internships in the following areas:

- Fundraising and Development Intern
- Volunteer Coordination Intern
- In-kind Donations Intern
- Resettlement Services
- Healthcare Intern
- Refugee Processing
- Immigration Program
- Financial Literacy
- Life Skills
- English Language Instruction
- Education Intern
  - First Things First Women’s Literacy Intern
  - First Things First Child Development Program
- Youth Services
- Youth After-School Program
- Information Technology
- Computer Literacy
- Career Development
- School Specialist Intern
The Resource Development Department works to increase the financial, in-kind and human resources available to IRC to support refugees in greater Atlanta, and promotes community outreach and advocacy activities to increase awareness of refugee issues and of IRC services. Fundraising and Development interns work with the Resource Development Manager in the development of financial donations, outreach, donor and vendor communications, building community partnerships and more.

Responsibilities may include:
• Researching new government, corporate and foundation funding opportunities
• Soliciting, planning, and conducting activities related to increasing community awareness about refugee issues, and IRC Atlanta including speaking engagements for community groups, students, and other organizations.
• Assisting with fundraising event coordination and logistics
• Assisting the Resource Development Manager to maintain donor relations and cultivate new donors
• Assisting with creating the monthly newsletter.
• Attending and participating in Resource Development team meetings

Qualifications:
• Demonstrated excellent written and oral communication skills in English
• Strong computer skills, particularly MS Office suite and databases
• Flexibility and an ability to work independently and think strategically
• Interest in fundraising and in working with refugees
• Comfort with working in a cross-cultural environment

To learn more about us, please visit the IRC website at www.theIRC.org/Atlanta
Volunteer Coordination Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including basic necessities, education, employment, social services and advocacy.

This internship is located within the Resource Development Department, whose purpose is to establish strong mutually beneficial connections between the community and the IRC Atlanta office in order to garner monetary, in-kind and volunteer resources for refugee clients. The Volunteer Coordination Intern will work closely with the Volunteer Coordinator towards these goals in order to enhance the Resource Development Program. This position requires a minimum of 15 hours a week for a total of at least 120 hours.

Responsibilities:

- Help refugee clients to receive in-kind goods via the Resettlement Shop
- Receive and organize in-kind donations
- Track in-kind donations in both donor database and client files
- Assist with outreach and recruitment efforts to community groups, students, and other organizations
- Work with the Volunteer Coordinator to update client files with volunteer and resources information
- Update volunteer database
- Assist with activities related to volunteer recruitment, training, and retention
- Provide direct service to refugee clients as needed by the Volunteer Coordinator
- Assist with donations pickup as needed.
- Attend and actively participate in staff meetings and special staff development programs

Qualifications:

- An interest in international and refugee issues
- Effective communication and writing skills
- Attention to detail a must
- Excellent organizational skills
- Creativity and initiative to follow through on projects
- A strong desire to help people and enthusiasm to work in a multi-cultural setting
- Prior experience in a non-profit setting a plus
- Prior relevant coursework preferred

To learn more about us, please visit the IRC website at www.theIRC.org/Atlanta
In-kind Donations Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including basic necessities, education, employment, social services and advocacy.

The Resettlement Shop is a thrift shop environment where IRC clients come to find items they need, such as clothing, kitchen items, small appliances, school supplies, toiletries and more. Clients “pay” via a voucher system that is issued to them when they first become IRC clients, so no money is exchanged. This internship is an excellent opportunity to learn about federal in-kind matching requirements and to interact with people from a wide variety of countries and assist them to find items that they need as they start their new lives in this country. This internship also involves interaction with in-kind donors and opportunities to assist with donor and vendor relations on behalf of the IRC.

Responsibilities:

- Interact with and assist refugee clients who come in to “shop.”
- Facilitate federal matched value in-kind good distribution
- Maintain IRC database for all Resettlement Shop donations
- Process outgoing donations for clients and maintain receipts
- Organize resettlement shop and incorporate new in-kind donations into shop inventory
- Receive in-kind donations from businesses and community donors
- Assist in corresponding with in-kind donors
- Respect client needs and conduct all interactions according to IRC code of ethics

Qualifications:

- Strong interest in working with international clients
- Proven ability to work with consideration and respect for cross-cultural differences
- Excellent communication and organization skills
- Strong computer skills, particularly MS Office Suite and Access database
- Ability to work independently
- Must be comfortable working in a cross-cultural environment; international experience a plus

Hours:

Shop is open Tuesday, Wednesday and Thursday from 10-12:00 pm. This internship will be scheduled around a selection of these days.

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Resettlement Services Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including basic necessities, education, employment, social services and advocacy.

The Resettlement Services Program is the first point of contact for newly arrived refugees and offers support, guidance and counseling though all stages of resettlement. Case managers provide initial services to orient refugees to life in the U.S., including (but not limited to) securing housing, addressing medical concerns, registering children in school, applying for Social Security and Georgia ID cards, and linking refugees to our internal and mainstream services. Case managers also offer counseling in home-budgeting, crisis intervention, family counseling and other areas of social adjustment. Employment is an essential element in helping refugees become economically self-sufficient. Job Developers work closely with Case Managers as part of the Resettlement Services team to support all aspects of clients’ employment. This position requires a minimum of 15 hours a week for a total of at least 120 hours.

Basic Responsibilities:

- The Resettlement services intern will assist case managers with the following tasks:
  - MARTA orientation (to IRC, health clinic, job, shopping centers)
  - Activation of EBT cards for food stamps
  - Follow-up with DFCS on public assistance issues
  - Obtaining Georgia IDs for newly arrived refugees
  - Assisting clients with doctor’s appointments and researching appropriate medical providers for refugees and/or low-income families
  - Registering refugee children for school
  - Securing housing and furniture for newly arrived refugee families
  - Assisting staff and clients with grocery shopping
  - Researching potential employers and job possibilities for IRC clients
  - Assisting clients with writing resumes and preparing for job interviews
  - Taking clients for job interviews and employment orientations, and helping them complete job applications
  - Providing general administrative support

Requirements:

- Excellent communication and writing skills
- Organized with attention to detail
- Able to work independently and under pressure
- An interest in international and refugee issues
- Creativity and initiative to follow through on projects
- Strong desire to help people and enthusiasm for working in a multi-cultural setting
- Computer literacy – preferably with PC systems
- A car/driver’s license is beneficial

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Healthcare Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including basic necessities, education, employment, social services and advocacy.

The provision of healthcare is an essential component in the resettlement process. The Healthcare Services team provides refugees assistance in coordinating medical appointments, understanding and obtaining medicines, registering for Medicaid, navigating health insurance, and addressing emergency needs. This position requires a minimum of 15 hours a week for a total of at least 120 hours.

Basic Responsibilities:

The Healthcare Intern will assist the Healthcare Specialist with the following tasks:
- Researching physicians, pediatricians and other specialists in order to expand the database of doctors available to IRC clients
- Scheduling doctor appointments and support services including interpretation and transportation
- Registering clients for Medicaid
- Obtaining required prescriptions for clients
- Providing general administrative support
- Accompanying clients to appointments

Requirements:

- Excellent communication and writing skills
- Organized with attention to detail
- Able to work independently and under pressure
- An interest in international and refugee issues
- Creativity and initiative to follow through on projects
- Strong desire to help people and enthusiasm for working in a multi-cultural setting
- Computer literacy – preferably with PC systems
- A car and valid driver’s license
- There is a strong preference for applicants with experience in the fields of social science, medicine, and/or public health
- Please note that this is not a research position

To learn more about us, please visit the IRC website at www.theIRC.org/Atlanta
Immigration Program Intern

The International Rescue Committee’s Resettlement office in Atlanta, GA provides its clients with assistance in filing immigration applications, which will allow arrived refugees and newly approved asylees to travel, become permanent Residents and then citizens of the United States. The intern will assist IRC’s clients with filing various immigration forms and will serve as the contact person for families to check on the status of their applications.

Responsibilities:

- Work with the Immigration Manager and the case managers to assist clients in filing Adjustment of Status, Citizenship, Employment Authorization, Travel documents, Refugee/Asylee Relative Petitions, and all other immigration applications.
- Track processed applications and respond to requests for evidence from BCIS;
- Act as contact for clients regarding the status of their pending immigration applications;
- Assist in the development of outreach efforts and efficient office systems to process requests;
- Help maintain the filing system for immigration petitions filed with IRC-Atlanta.

Requirements:

- Excellent communication and writing skills;
- Attention to detail and procedure;
- Ability to work independently and take initiative;
- Work or volunteer experience with foreign populations, especially African or Middle and Near Eastern;
- Knowledge of one or two foreign languages such as Russian, Arabic, Farsi, or French is beneficial, but not required;
- Computer literacy, preferably with PC systems;
- Knowledge of refugee immigration beneficial, but not required.

Internships of 20 hours per week for at least three months are preferable. Hours are flexible, but we prefer someone who can work between the hours of 9am and 5pm.

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Financial Literacy has become a great need amongst refugee clients who lack knowledge of budgeting, saving, asset-development and banking. The Financial Literacy Intern will offer his/her expertise and instructional skills to help provide clients with the tools needed to become financially literate. The mission of the program is to improve the participants’ money-management skills, to assist individuals with financial asset development, and to educated low-income clients about the resources available to them.

Responsibilities:
- Use existing curriculum and Money Smart CD-ROMs/classroom materials to teach basic money-management skills such as budgeting, asset-development, saving and banking
- Work one-on-one with clients to help design a personal budget, which will assist them in developing their assets
- Work with existing bank partners to implement banking workshops and to develop clients’ understanding of the US banking system
- By observing clients, pinpoint gaps in refugee financial literacy and write report on findings, including recommendations of strategies for the implementation of educational materials/tools to fill those gaps.
- Conduct periodic presentation to IRC staff members on work and findings

Qualifications:
- Proven excellent written and oral communication skills in English; must have high patience level
- Knowledge of finance and money management such as budgeting, saving, banking and asset-development
- Previous teaching experience a plus
- Strong computer skills
- Ability to take initiative and work independently;
- Must be comfortable working in a cross-cultural environment; international experience a plus
- Must be available to hold seminars on Friday mornings from 9-11am and be available for at least three months

To learn more about us, please visit the IRC website at www.theIRC.org/Atlanta
Life Skills Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including basic necessities, education, employment, social services and advocacy.

The Social Services Program provides translation services, crisis intervention services, community education and information services, and emergency medical interpretation and counseling services, to refugees who have been in the U.S. for five years or less to enable them to become self-sufficient. The Life Skills intern will assist the Social Services caseworkers to identify the needs of their clients, and will help them to develop and implement programming to address those needs.

Responsibilities:

- Develop a database of contacts and resources to plan and implement workshops and educational activities
- Coordinate workshops and educational activities for refugee clients
- Participate in the organization, marketing and implementation of workshops
- Develop a calendar of workshops and other special programming for refugee clients
- Develop a contact list of translators and interpreters who can speak Arabic, Burmese, French, Somali, Spanish, Swahili and Nepali

Qualifications:

- Proven excellent written and oral communication skills in English
- Strong research and organizational skills
- Strong MS office Suite and internet skills
- Ability to take initiative and work independently;
- Must be comfortable working in a cross-cultural environment; international experience a plus
- Must be creative and have strong interpersonal skills
- Must be available to hold seminars on Friday mornings from 9-11 and be available for at least three months

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English Language Instruction Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including necessities, education, employment, social services, and advocacy.

Learning English is a crucial skill to helping refugees adjust to life in their new country. The IRC-Atlanta Education Team provides several levels of English Language classes. Instruction is focused on developing vocabulary and confidence for dealing with real world situations such as shopping, public transportation, employment, and other daily living skills. Classes are held at each weekday morning between 9:00 am - 11:00 am and 11:30-1:30. This internship requires a minimum commitment of 120 hours served at least 15 hours a week.

Responsibilities:

- Assist instructor in daily classroom activities including one-on-one tutoring, leading small group conversational practice, and teaching specific components of the curriculum
- Support program activities by researching new curriculum content and preparing educational materials as requested by instructor
- Assist instructor to administer assessment tools to evaluate students’ progress during course of study and appropriate placement into a class level
- Assist with record-keeping, data entry, and file maintenance to support program administration

Qualifications:

- Fluent spoken and written English
- Previous teaching experience a plus
- Ability to take initiative and work independently
- Comfortable working in a cross-cultural environment; international experience a plus
- Enthusiasm, positive attitude

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The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including necessities, education, employment, social services, and advocacy.

IRC’s Regional Resettlement Office provides resettlement and advocacy services on behalf of persons entering the US as refugees. Learning English is a crucial skill to helping refugees adjust to life in their new country. The IRC-Atlanta Education Team provides several levels of English Language classes through a variety of programs.

Responsibilities:
- Conduct intakes for ESL students in order to determine their placement
- Assist in registering clients for classes according to their needs
- Assist with record-keeping, data entry, and file maintenance to support program administration
- Work closely with First Things First program and other ESL initiatives

Qualifications:
- Ability to communicate in English
- Must be comfortable working in a cross-cultural environment
- Must be comfortable working with clients who have limited to no English skills and who are pre-literate
- Experience working with refugees or immigrants preferred
- Must be patient, flexible, and creative
- Must have initiative and be able to work independently
- Available to work in the early morning, particularly Mondays
- In addition, IRC is required by the State to have a criminal background check conducted.

To learn more about us, please visit the IRC website at [www.theIRC.org/Atlanta](http://www.theIRC.org/Atlanta)
First Things First Women’s Literacy Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including basic necessities, education, employment, social services and advocacy.

First Things First is an innovative program that provides intensive beginning English as a Second Language (ESL) services to refugee women, while their young children participate in on-site educational childcare. The ESL topics are tailored to the specific survival needs of women and families. Each day, the women’s and children’s classes come together for a joint mother-child activity that reinforces the day’s learning. Since its inception in 1999, the First Things First program has served over 500 women and children.

The First Things First Women’s Literacy Intern will report to the Education Program Specialist. This internship is 10 hours a week for a minimum of 3 months. Interns must be available during class time 9-11:30am Monday to Thursday.

Responsibilities:
- Assist instructor with developing and implementing pre-literacy and literacy-level appropriate activities
- Assist instructor in daily classroom activities, including one-on-one tutoring, leading small group practice, and teaching specific components of the curriculum
- Support program activities by researching new curriculum content and preparing educational materials as requested by instructor
- Assist with record-keeping, data entry, and file maintenance to support program administration
- Support structure and schedule of program
- Participate in monthly staff meetings
- Comply with IRC policy and protocols

Qualifications:
- Fluent spoken and written English
- Must be comfortable working in a cross-cultural environment
- Experience working with refugees or immigrants preferred
- Previous teaching experience a plus
- Must be flexible and creative
- Must have initiative and be able to work independently
- Enthusiastic, positive attitude

To learn more about us, please visit the IRC website at www.theIRC.org/Atlanta
**First Things First Child Development Intern**

IRC’s Regional Resettlement Office provides resettlement and advocacy services on behalf of persons entering the US as refugees. The *First Things First* Child Development Intern will report to the Education Program Specialist. This internship requires a commitment of 12 hours/week. Interns must be available during class time 9-11:30am Monday to Thursday.

*First Things First* is an innovative program that provides intensive vocational English as a Second Language services to refugee women, while their young children participate in on-site educational childcare. IRC also provides van service to participants to provide increased access to this unique program. In addition to pre-employment, ESL topics are tailored to the specific needs of women and mothers. Since its inception in 1999, this program has served over 500 women and children.

**Responsibilities:**
- Assist Children’s Teacher with implementing developmentally appropriate activities
- Care for infants and children as necessary
- Support structure and schedule of program
- Maintain safe and sanitary environment for children
- Participate in monthly *First Things First* team meetings
- Participate in monthly staff meetings
- Comply with IRC policy and protocols

**Qualifications:**
- Prior childcare experience
- Must be comfortable working with young children
- Ability to communicate in English
- Must be comfortable working in a cross-cultural environment
- Experience working with refugees or immigrants preferred
- Must be flexible and creative
- Must have initiative and be able to work independently
- In addition, IRC is required by the State to have a criminal background check conducted.

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Youth Services Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including basic necessities, education, employment, social services and advocacy.

The Youth Futures Program is the IRC’s unique program designed to address specific social and academic needs surrounding refugee and asylee youth through the After-School Program, Summer Camps and Internships, and ongoing individualized Case Management. Focused on academics, the After-School Program helps students with their homework and school projects every school day. During summer break, the Youth Program offers an internship program, which introduces youth to the American workplace and helps them discover more about their own goals, and a summer camp, which provides cultural, learning, social, and specific skill-building opportunities. Additionally, the Youth Program Case Management provides intensive individual educational, vocational, and career counseling, which serves to support the overall welfare of the youth and their families.

The Youth Services Intern will report to the Education Services Manager. This position requires a minimum of 15 hours a week for at least three months. The hours for this position are between 9am and 3pm. Extra hours are possible during field trips and community service events, but this position is designed to assist primarily with case management during the hours listed above. A significant portion of this internship will be dedicated to the Youth Summer Internship and Summer Camp programming.

Basic Responsibilities:

- Compile and update secondary and post-secondary resources and contacts
- Assist youth with college and financial aid applications
- Assist youth with writing resumes and searching for part-time/summer jobs
- Maintain relationships with DeKalb County Schools
- Plan and prepare for Youth Futures events, especially Spring Break and Summer Program activities
- Provide other program and general administrative support as needed

Qualifications:

- Excellent communication and writing skills
- Organized with attention to detail
- Able to work independently and under pressure
- An interest in international and refugee issues
- Experience working with youth and/or young adults is preferred but not required
- Creativity and initiative to follow through on projects
- Strong desire to help people and enthusiasm for working in a multi-cultural setting
- Computer literacy – preferably with PC systems
- Experience with secondary and post-secondary system in Georgia is a plus
- A car/driver’s license is beneficial

To learn more about us, please visit the IRC website at www.theIRC.org/Atlanta
Youth Futures Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including necessities, education, employment, social services, and advocacy.

The Youth Futures Intern will report to the Case Manager for Youth Services. This position requires availability between the hours of 3:00 to 6:00 at least two days a week, though more days are preferred. Extra hours are possible in the office and during field trips and community service events. This position is designed to assist with the After-School Program.

The Youth Futures Program is the IRC’s unique program designed to address specific social and academic needs surrounding refugee and asylee youth through the After-School Program, Summer Camps and Internships, and ongoing individualized Case Management. Focused on academics, the After-School Program helps students with their homework and school projects every school day. During summer break the Youth Program offers an internship program, which introduces youth to the American workplace and helps them discover more about their own goals, and a summer camp, which provides cultural, learning, social, and specific skill-building opportunities. Additionally, the Youth Program Case Management provides intensive individual educational, vocational, and career counseling, which serves to support the overall welfare of the youth and their families.

Responsibilities:

- Assist refugee pre-teens and teens with homework
- Build mentoring relationships with youth
- Assist Youth Case Manager with program logistics
- Provide administrative support
- Provide regular feedback and suggestion for future program design
- Participate in weekly Youth Program Staff meeting

Qualifications:

- Excellent communication and writing skills;
- Experience working with youth, teaching, or tutoring preferred
- Experience working in a multi-cultural environment preferred
- Must feel comfortable with tutoring in high school subjects
- Must take initiative and work independently
- Flexibility and creativity
- Computer literacy, preferably with PC systems
- Ability to commit to a regular schedule with the After-School Program

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Information Technology Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including necessities, education, employment, social services, and advocacy.

The Information Technology Intern will work with the Computer Lab Technician to help refugees gain valuable computer skills by helping to update and maintain lab hardware and software and show clients how to use computers. This is an internship within the Youth and Adult Education Department.

Responsibilities:

- Maintenance and upkeep of computer lab hardware and software
- Maintenance of computer lab network
- Assist in development and growth of refugee computer donation program, including refurbishment of donated computers before they are matched with a client
- Assist Computer Lab Technician to offer assistance and guidance to users of computer lab
- Assist the program to locate appropriate software and hardware from both public and private sources

Qualifications:

- Demonstrated understanding of information technology
- Teaching skills or enthusiasm for helping people to learn
- Ability to take initiative and work independently
- Must be comfortable working in a cross-cultural environment, with clients who have limited English and computer skills

Hours:

- The computer lab is open from 9:00am -4:00pm Monday – Friday. Interns must be able to work sometime during these hours at least two days a week.

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Computer Literacy Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including necessities, education, employment, social services, and advocacy.

The Computer Literacy intern helps clients to gain valuable computer skills in IRC Atlanta’s computer lab. These include basic computer operation, typing skills, the internet and specialized English language training computer programs.

Responsibilities:

- Instruct small groups of IRC clients in basic computer operations, MS Office skills, and how to use the internet
- Assist clients with the use of educational software, including ESL programs
- Develop activities and curriculum materials to help students learn new skills
- Supervise appropriate use of the computer lab environment, making sure clients are engaged in learning.
- Assist Computer Literacy Instructor to collect client attendance records and reporting on learning outcomes

Qualifications:

- Strong interest in working with international clients
- Proven ability to work with consideration and respect for cross-cultural differences
- Excellent communication and organization skills
- Ability to work independently
- Computer skills, including Microsoft Office programs and Internet research
- Enthusiasm for helping people to learn

Hours:

- Interns must be able to work sometime between 9am and 4pm at least two days a week.

To learn more about us, please visit the IRC website at www.theIRC.org/Atlanta
Career Development Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including necessities, education, employment, social services, and advocacy.

The Career Development intern helps clients gain employment as well as valuable computer skills in IRC Atlanta's computer lab.

Responsibilities:

- Create resumes by working one-on-one with clients
- Assist clients in filling out online applications
- Research employment opportunities online
- Develop activities and curriculum materials to help students learn skills helpful to find employment
- Supervise appropriate use of the computer lab environment, making sure clients are engaged in learning.
- Assist Computer Literacy Instructor to collect client attendance records and reporting on learning outcomes

Qualifications:

- Strong interest in working with international clients
- Proficiency with resume writing and employment related activities
- Proven ability to work with consideration and respect for cross-cultural differences
- Excellent communication and organization skills
- Ability to work independently
- Computer skills, including Microsoft Office programs and Internet research
- Enthusiasm for helping people to learn

Hours:

- Interns must be able to work sometime between 11am and 4pm at least two days a week.

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This internship is located within Resettlement Services, which provides the first point of contact for newly arrived refugees and offers support, guidance and counseling though all stages of resettlement. In particular, this internship directly supports the School Specialist in being a crucial bridge between newly arrived refugee families and local schools, ensuring that each child gains access to education and has a positive start to their academic journey in the U.S.

Responsibilities may include:
• Communicating information to families on such topics as school attendance, behavior, hygiene, academics, and parent involvement
• Communicating information to schools
• Coordinating transportation for children and families
• Assisting to reduce communication barriers
• Maintaining tracking systems for student information and school progress
• Assisting clients to navigate higher education options
• Providing general support to the School Specialist

Qualifications:
• Strong computer skills, particularly MS Office suite and databases
• Flexibility and strong organizational skills with an ability to work independently
• Strong telephone etiquette and verbal communication skills
• Comfort with working in a cross-cultural environment

Requirements:
• Must have a valid driver’s license, a reliable vehicle, and be able to transport clients

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