

# **Servant Leadership Summer Internship Placement Site Job Description Information Sheet**

**Organization Name: International Rescue Committee**

**Address: 4151 Memorial Drive, Suite 201-C**  
Decatur, GA 30032

**Mailing Address (if different):**

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**Web site:** www.theirc.org/atlanta

**Internship Supervisor/Contact:**  
Andrea Jones, Volunteer Coordinator

## **Organization's Mission Statement:**

The International Rescue Committee of 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. By providing essential resettlement services including basic necessities, education, employment, social services and advocacy, a committed staff of professionals and volunteers work together with refugees to assist them in rebuilding lives and reuniting families in the greater Atlanta area.

## **Summary of organization's primary programs and services:**

IRC offers a broad spectrum of services to refugees and asylees through the following five major program areas:

- Resettlement Services: This program serves refugees from initial relocation to the United States through the first stages of resettlement. Core services include housing set-up, airport pickup, and all aspects of initial case management, which include cultural orientation, school enrollment, public transportation orientation, transportation, interpretation of medical appointments and provision of initial financial assistance. This program provides incentives for accelerated achievement of self-sufficiency, including a childcare subsidy to facilitate equal employment opportunities for refugee men and women.
- Employment: Upon arrival in Atlanta, each IRC resettlement case is assigned to one of the Employment unit's three Job Developers, who work directly with each employable adult to prepare him or her to compete in the US job market. Program

staff seeks initial job placements, job upgrades, and specialized vocational training opportunities that suit the needs and abilities of IRC beneficiaries. Employment services are also available to refugees and asylees on a walk-in basis.

- Education: IRC Atlanta offers refugees instructional services that contribute directly to enabling them to overcome language, literacy, educational, and vocational barriers to cultural, social, and economic integration in the US. A professional staff operates daily English as a Second Language (ESL) classes, computer skills classes, the First Things First family literacy and life skills program for women and their children, and the Pathways to Employment Success program.
- Social Adjustment: This program area helps refugees and asylees to access services that benefit their physical and emotional health and their process of adjustment to life in the United States through on-going case management and counseling services. Case managers help clients to access health care resources, including mental health services, Women, Infants, and Children (WIC) Nutrition Program, family planning services, and crisis intervention. Additional social adjustment services include health and nutrition counseling, assistance for victims of domestic violence, access to affordable childcare and provision of counseling, training, and, where necessary, intercession in the following key areas: parenting skills, home management, budgeting, landlord-tenant disputes, and parent-teacher communication.
- Immigration Services: The Immigration Services department helps refugees and asylees to obtain permanent legal residence and US citizenship through the provision of low or no-cost filing services. This department also provides family reunification filing services for clients.
- Youth Futures: Youth Futures provides a wide range of services to support refugee and immigrant youth aged 14 to 25. Main components include an academically focused after-school program, summer internship placements, and intensive educational, vocational and counseling services to help clients reach their academic and vocational goals. Youth Futures also provides special tutoring sessions for skills such as SAT preparation, as well as a youth employment program to place clients into appropriate after-school or post high school jobs.

**Intern's title:** Various exist: title depends upon position

**Internship project/job description:** See list of position descriptions below.

**Preferred work days/hours:** Monday-Friday 9am to 5pm

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

No, although internships that include driving duty do exist.

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

Yes, we are one block from the Kensington Marta Station

## **Positions**

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:

[Resource Development](#)

[Donations Management Intern](#)

[Resettlement Shop](#)

[Resettlement Services](#)

[Healthcare Intern](#)

[Refugee Processing](#)

[Interpretation Services](#)

[Immigration Program](#)

[Financial Literacy](#)

[Special Programs and Training](#)

[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*