

# Servant Leadership Summer Internship Placement Site

## Job Description Information Sheet

### Summer 2024

**Organization Name:** International Rescue Committee Atlanta

**Address:** 2305 Parklake Dr NE, Atlanta, GA 30345

**Phone:** (404)-292-7731

**Web site:** <https://www.rescue.org/united-states/atlanta-ga>

**Internship Supervisor:** Rudin Mucaj

**Supervisor's contact information including e-mail.**

Email: [rudin.mucaj@rescue.org](mailto:rudin.mucaj@rescue.org)

Phone: (470) 576-2006

**Organization's Mission Statement:** The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster, including the climate crisis, to survive, recover and gain control over their future.

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

The International Rescue Committee (IRC) in Atlanta creates opportunities for refugees and immigrants to integrate and thrive in Georgia communities. Since opening in 1979, the IRC's locally funded office in Atlanta has welcomed more than 28,000 refugees from over 65 countries to resettle in communities across the state. A committed staff of more than 100 professionals work together with volunteers to assist families in reuniting and rebuilding their lives in the greater Atlanta area. The IRC in Atlanta offers a broad range of programs including resettlement and case management services, adult education classes, youth programs covering ages 5 to 24, employment assistance, asset building resources, community health response programs, and immigration services, all of which serve more than 4,000 clients each year.

**Intern's title:** Youth Futures Summer Program Intern

**Number of interns requested:** 1-2

**Internship project/job description (Please detail degree to which position is in-person, virtual, or hybrid.):**

The IRC's Youth Futures Program addresses the specific social and academic needs of refugee and asylee youth at Clarkston High School through an after-school program and summer camp. Centered on both academic support and social-emotional learning, the after-school program assists students with their daily homework and school projects, fostering not only academic excellence but also nurturing essential social and emotional skills.

The Youth Futures Summer Programs for middle school and high school refugee and immigrant youth — Ready, Set, Excel! and Ready Set, College! — is held 3 days per week, 6 hours per day, in person. The Summer Program Intern will support staff with program delivery. The intern will help with logistics for activities, field trips, workshops, and engage with students to provide an enriching and supportive academic and social environment for them. The intern will also provide

other program and general administrative support as needed, such as documentation and file maintenance, among others.

**Qualifications:**

- Excellent communication and writing skills.
- Organizational skills with attention to detail.
- Ability to work independently as well as within a team, and take initiative in a fast-paced environment.
- An interest in international and refugee issues.
- Commitment to upholding ethical standards and confidentiality in all interactions.
- Creativity and initiative to follow through on projects.
- Strong desire to help people, and enthusiasm and sensitivity for working in a multi-cultural setting.
- Experience working with youth and/or young adults is preferred.
- Familiarity with educational support and systems is preferred.

**Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?**

Background Check (\$51), Intern Orientation, Kaya Training Videos (total of 4, accessible once onboarded), Internship Agreement

**Will the internship require that the student have a car?** No

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