

# Servant Leadership Summer Internship Placement Site Job Description Information Sheet Summer 2024

**Organization Name:** International Rescue Committee

**Address:** 2305 Parklake Dr NE, Atlanta, GA 30

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

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

**Internship Supervisor:** Alexis Powers

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

**Email:** [alexis.powers@rescue.org](mailto:alexis.powers@rescue.org)

**Phone:** +1 (404)-780-0724

**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:** Career Development Intern

**Number of interns requested:** Up to 3

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

- Hybrid
- Assist refugee and immigrant clients individually and in group sessions to develop a career pathway and career advancement goals
- Work one-on-one with clients to help them develop and revise resumes and LinkedIn profiles
- Assist clients with enrollment in post-secondary training and certification programs

- Research potential industries, employers, training programs, and trends in Atlanta workforce
- Prepare clients for job interviews
- Accompany refugee clients for job interviews and employment orientations
- Provide general administrative support and maintain accurate records of Career Development program activities
- Propose and develop other support services that serve the program goals and client's needs

**Qualifications:**

- Strong interest in working with international clients
- Proficiency with resume writing, LinkedIn 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 and demonstrated professionalism
- Must have a valid driver's license and access to an insured vehicle
- Submit intern hours on volunteer dashboard

**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