

# 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:** Brittany Morgan  
**Supervisor's contact information including e-mail:**  
Email: [brittany.morgan@rescue.org](mailto:brittany.morgan@rescue.org)  
Phone: +1 470 409 1621

**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:** Community Engagement Intern  
**Number of interns requested:** Up to 3

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

Community Engagement at the IRC in Atlanta has three focus areas:

1. Community co-sponsor team recruitment
2. New community partner development, including public presentations, community tabling events, and donation drives
3. Special events planning, including annual gala dinner, annual Open House, and quarterly dine out dinners.

CE interns will have the opportunity to assist in all three projects or specialize in one area. Tasks will include but are not limited to:

- Outreach communications including emails, phone calls, physical mailings, video meetings, in person meetings. Outreach will target specific prospect segments, intern

will have opportunity to decide on communication strategy for assigned segment and outreach purpose, draft communications, and execute outreach

- Emails and phone calls, and video meetings can be performed virtually.
- Physical mailings must be accomplished in-person at the IRC in Atlanta office.
- In person meetings must be conducted in person according to community prospects convenience
- Outreach presentations and community tabling support- attend in person and virtual presentations with Community Engagement Coordinator, engage with community members promoting the work of the IRC in Atlanta and sharing engagement opportunities.
  - Can be in person, virtual, or hybrid depending on the community prospects convenience.
  - Community tabling events require in person evening and weekend availability
- Community Prospect Research- perform internet research on prospect segments, for instance faith-based groups by zip code, record contact details and track outreach efforts and results in shared spreadsheet folders.
- Gala Silent Auction Item Solicitation- intern will assist Community Engagement Coordinator in identifying desirable auction items and conducting outreach as necessary to acquire item.

**Qualifications:**

- An interest in international affairs and refugee/immigrant issues;
- Effective communication and writing skills;
- Strong attention to detail;
- 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;
- Time management;
- 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