

**Servant Leadership Summer Internship Placement Site  
Job Description Information Sheet  
Summer 2010**

**Organization Name: International Rescue Committee**

**Address: 4151 Memorial Drive  
Decatur, GA 30032**

**Mailing Address (if different): same**

**Phone: 404-292-7731**

**Fax: 404-292-5325**

**Web site: [www.theirc.org/atlanta](http://www.theirc.org/atlanta)**

**Internship Supervisor: Amber Mull, Volunteer Coordinator**

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

**[volunteeratl@theirc.org](mailto:volunteeratl@theirc.org)**

**404-292-7731 ext. 26**

**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 four Employment Coordinators, 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: Multiple internships are available:

Fundraising and Development Intern  
Donations and Volunteer Development Intern  
Resettlement Shop Intern  
Resettlement Services Intern

**Healthcare Intern  
Refugee Processing Project Intern  
Immigration Program Intern  
Financial Literacy Intern  
Life Skills Intern  
English Language Instruction Intern  
Education Administration Intern  
First Things First Women's Literacy Intern  
First Things First Child Development Intern  
Youth Services Intern  
Youth After-School Intern  
Information Technology Intern  
Computer Literacy Intern**

**Internship project/job description: Please see attached for detailed information for specific opportunities. All internships require a minimum of 15 hours a week for a total of 120 hours.**

**Qualifications: Please see attached**

Other requirements for position (security check, drug screen, immunizations):

**To protect our clients, we require that all volunteers and interns undergo a background check. There is a \$20 fee required from the intern to cover this expense.**

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**



## **Fundraising and Development 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



## 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



## Resettlement Shop 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 grant-match 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 Manager, Resource Development in correspondence 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.



## 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 through 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



## 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



## Refugee Processing Intern

The International Rescue Committee of Atlanta is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with legally admitted 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.

IRC Atlanta's Resettlement Services Department provides its clients with assistance in filing affidavits and petitions, which will allow recently arrived refugees and newly approved asylees to be reunited with close family members in the United States. The intern will assist IRC's clients with filing various forms and will serve as the contact person for families to check on the status of their applications.

### **Responsibilities:**

- Work with the Resettlement Services department to assist clients in filing Affidavits of Relationship, Refugee/Asylee Relative Petitions, and Placement Applications for refugees' relatives still abroad.
- Track processed applications and monitor reports from overseas processing posts and IRC Headquarters;
- Act as contact for anchor relatives regarding the status of their petitions;
- Assist in the development of outreach efforts and efficient office systems to process requests;
- Help maintain the AOR database.

### **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;
- Computer literacy, preferably with PC systems;
- Knowledge of refugee processing and admission criteria beneficial, but not required.

Hours are flexible, but we prefer someone who can work between the hours of 9am and 5pm.



## 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 are preferable. Hours are flexible, but we prefer someone who can work between the hours of 9am and 5pm.



## Financial 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.

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 educate 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 9-11 am



## 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:**

- Work with caseworkers to determine client's needs, in order to develop special programming to meet those needs
- Develop a database of contacts and resources that caseworkers can use to plan and implement workshops and educational activities
- Assist caseworkers with organizing 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
- Work with Resource Development staff to recruit volunteers and obtain donations/sponsorships for workshops

### **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



## 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



## Education Administration 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.

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.



## ***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



## ***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.



## 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 Case Manager, Youth Services. 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



## 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



## 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.



## 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.



## 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.