Organizations Name: The International Rescue Committee in Atlanta

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Internship Supervisor:
Jessica Seales

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Organization’s Mission Statement:
The International Rescue Committee (IRC) responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war, persecution or natural disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

Summary of organization’s primary programs and services:

Resettlement
During the early, critical stages of resettlement into the U.S., the IRC in Atlanta meets the basic needs for food, housing, clothing, transportation and legal rights of refugees. Additional services include employment assistance, health and social service referrals, vocational training, English language classes, and cultural orientation.

Economic Empowerment
The IRC in Atlanta helps refugees integrate into the local job market through vocational counseling, job search and placement services, and workplace orientation and training. Our intensive instruction in job readiness, vocational skills, financial literacy, home budgeting, and tax preparation assistance helps protect, support and improve household livelihoods, financial security and self-sufficiency of refugees.
**Children, Youth, and Adult Education**
The IRC in Atlanta provides dynamic and multifaceted education and development opportunities for refugees of all ages to build the essential academic, personal and social skills needed to succeed. Each week we offer over 100 hours of on-site instruction in English language, vocational English, computer literacy, financial literacy, school readiness, among others. Additionally, the Youth Futures program is a year-round academic and enrichment afterschool program for teens located at two high schools serving the largest populations of refugees in the Atlanta area.

**Health and Wellness**
The IRC in Atlanta promotes wellness and ensures access to healthcare services that address the physical and psychological needs of refugees. Services are designed to help improve refugee’s ability to independently access quality healthcare, and services include specialized medical case management, medical interpretation, nutrition and preventative health education, and family support services.

**Community Integration and Development**
The IRC in Atlanta is an accredited agency with the Board of Immigration Appeals (BIA). Our Immigration Department provides fee-based, high quality immigration case management services to refugees and asylees. By helping refugees to attain citizenship we strengthen communities and encourage civic integration and participation.

**Intern’s title:**
Childcare and Microenterprise Intern, Youth Futures Intern

**Number of interns requested by this organization?**
4 (1 for Childcare and Microenterprise, 3 for Youth Futures)

**Internship project/job description:**
Childcare and Microenterprise Intern:

**BACKGROUND:** The goal of IRC Atlanta’s Refugee Child Care Microenterprise program, in conjunction with Quality Care for Children, is to empower refugee women that have an entrepreneurial interest by providing certification instruction and training, technical assistance, and small business credit to create and maintain a sustainable child care business. By creating a skill development program for refugee women, their communities will be positively impacted, as more adults can leave their children with culturally appropriate providers and enter the workforce. This program will bring economic growth to refugee households and the greater refugee community.

**SCOPE OF WORK:** The child care microenterprise volunteer/intern reports directly to the Program Coordinator and supports efforts under IRC’s Child Care Microenterprise program. A qualified volunteer/intern will learn through
experience about microenterprise development. This program spans all business development phases from skills development trainings (business and child care), certification and licensing, micro-credit, and on-going technical support both before and after the entrepreneur’s business is launched. The second year of the program includes two tracks, formal and informal child care.

RESPONSIBILITIES:
Outreach and Enrollment
• Assist in development of program brochures, recruitment fliers, and other marketing materials, in English and facilitate translation to other languages, as needed
• Develop advocacy and promotional materials & update and maintain contact lists.
• Answer inquiries from potential clients and possibly pre-screening to verify if they meet basic eligibility requirements
• Act as a point of contact and liaison with clients, community groups, and partner agencies to help support and organize program efforts

Classroom instruction
• Assist with curriculum development for Child Care Business Basics course, in English (and Spanish when applicable) for the formal care track
• Assist with classroom instruction/facilitation for 20 hour course, in English (and Spanish)
• Assist with curriculum development for Child Care Basics training course for the informal care track
• Assist with curriculum development for other needs, as they arise

Technical Assistance
• Draft and maintain program documents and tools, as needed
• Help collect program data for monitoring and future evaluation
• Analyze data for progress reports, creating tables, graphs, narrative as needed
• Help create study/practice materials for the state-mandated requirements
• Assist in trouble shooting with issues related to coursework, practicum placements, and licensure procedures and paperwork, both with IRC staff and with program participants
• Assist in creation and dissemination of Refugee Child Care Network directory to link customers with providers

Sub Award Disbursement
• Assist with review of business plans and financial award applications to determine eligibility
• Assist with managing the budget

Youth Futures Intern
BACKGROUND: The International Rescue Committee (IRC) responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 22 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. The IRC in Atlanta office was established in 1979 and has resettled over 21,000 refugees from nearly 50
countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF NEW YOUTH FUTURES PROGRAM INTERN WORK: The IRC’s Youth Futures Program addresses specific social and academic needs surrounding refugee and asylee youth through an after-school program, summer camp, and student internships. 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.

This position requires a minimum of 15 hours a week for at least three months. The hours for this position are between 3:00 and 6:00pm during the school year and between 11:00am and 6:00pm during the summer.

RESPONSIBILITIES:
• Assist high school refugee youth with homework
• Assist staff youth counselors with program logistics
• Compile and update secondary and post-secondary resources and contacts
• 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
• Build mentoring relationships with youth
• Provide other program and general administrative support as needed, such as documentation and file maintenance

Qualifications:

Childcare Microenterprise Intern:
• Proven ability to work with consideration and respect for cross-cultural differences
• Excellent communication and project management skills
• Ability to work independently and take initiative
• Discretion, diplomacy and good team player
• Current or previous studies in a business related field (accounting, finance, marketing, etc)
• The ideal candidate will have some technical knowledge and experience in small business development, especially in assisting with delivery of business skills trainings
• Some ideal candidates will also be highly proficient in Spanish (especially Business Spanish) or another language, such as French or Arabic, for example
• Interns must be able to work at least 20 hours a week
• Some weekend and/or evening hours in addition to regular business hours will be required

Youth Futures Intern:
• Excellent communication and writing skills
• Organizational skills with attention to detail
• Ability to work independently and take initiative in a fast-paced environment
• An interest in international and refugee issues
• Experience working with youth and/or young adults is preferred
• 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 valid driver’s license and reliable vehicle is beneficial

If there are other requirements for this position (security check, drug screen, immunizations, etc.) please note them here:
Interns must attend a volunteer orientation and pass a background check.

Will the internship require that the student have a car?
Yes, if possible, but not required.

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