Job Description – Intern/Volunteer Assistants: Economic Empowerment Microenterprise Program

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. The program is also expanding into other microenterprise and economic empowerment initiatives.

SCOPE OF WORK: The microenterprise volunteer/intern reports directly to the Program Coordinator and supports efforts under IRC’s Child Care Microenterprise program and broader Economic Empowerment initiatives. A qualified volunteer/intern will learn through experience about microenterprise development. The childcare 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 program includes two tracks, formal and informal child care. Work will also include research, literature reviews, and strategic planning and design for program expansion.

RESPONSIBILITIES:
Outreach and Enrollment
- Develop advocacy and marketing materials & update and maintain contact lists.
- 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 expansion services (financial literacy education, small business 101, etc)
- Assist with classroom instruction/facilitation

Technical Assistance
- Draft and maintain program documents and tools, as needed
- Help collect and analyze program data for monitoring, evaluation, and reports
- Conduct exploratory research and proposal development for expansion programming
- Assist in trouble shooting with issues related to coursework, practicum placements, and licensure procedures and paperwork, both with IRC staff and with program participants

REQUIREMENTS:
- Proven ability to work with consideration and respect for 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 or economic empowerment related field
• The ideal candidate will have some technical knowledge and experience in small business development, financial literacy education, empowerment work (economic, women) especially in assisting with delivery of related skills trainings
• Some ideal candidates will also be highly proficient in Spanish or another language, such as French or Arabic, for example
• Interns must be able to work at least 20 hours a week
• Occasional weekend and/or evening hours as part of the 20 hours will be required

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta