Volunteer & External Relations 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 VOLUNTEER EXTERNAL RELATIONS COORDINATION WORK: intern works with the Volunteer and External Relations Coordinator in the resource development department 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. This position requires a minimum of 15 hours a week for at least three months.

RESPONSIBILITIES:
- Assist with outreach and recruitment efforts to community groups, students, and other organizations.
- Recruit, screen, orient, train and match volunteers and interns with appropriate service opportunities.
- Assist in updating volunteers and interns resources information.
- Assist with activities related to volunteer recruitment, training, and retention including matching mentors with client families, matching citizenship tutor volunteers with clients and coordinating events such as volunteer appreciation and Thanksgiving Feast.
- Assist in research, planning and marketing.
- Perform other duties as directed.

LEARNING OUTCOMES:
- Learn to manage a successful Volunteer and Internship Program.
- Learn how to plan and manage social media and other communications.
- Gain an understanding of how international resettlement agencies operate.

REQUIREMENTS:
- An interest in international and refugee 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
- Prior experience in a non-profit setting a plus

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