

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2019**

Organization Name: International Rescue Committee in Atlanta

Address: 2305 Parklake Drive NE, Suite 100
Atlanta, GA 30345

Phone: 678 636 8928

Web site: <http://www.rescue.org/us-program/us-atlanta-ga>

Internship Supervisor: Duncan de la Feld

Supervisor's contact information including e-mail: 678 636 8928,
duncan.delafeld@rescue.org

Organization's Mission Statement:

The International Rescue Committee provides opportunities for refugees, asylees, victims of human trafficking, survivors of torture, and other immigrants to thrive in America. Each year, thousands of people, forced to flee violence and persecution, are welcomed by the people of the United States into the safety and freedom of America. These individuals have survived against incredible odds. The IRC works with government bodies, civil society actors, and local volunteers to help them translate their past experiences into assets that are valuable to their new communities. In Atlanta and other offices across the country, the IRC helps them to rebuild their lives.

Summary of organization's primary programs and services:

The IRC in Atlanta supports refugees upon arrival with case management, employment assistance, and English language learning services, and continues to support the refugee and immigrant community with extended immigration, educational, employment, and social adjustment services.

Intern's title: Adult Education Intern

Number of interns requested: 1-2

Internship project/job description:

The ESL Education Intern assists newly arrived refugee clients gain English literacy comprehension and literacy skills so that they can become self-sufficient and thrive in their new community. ESL instruction is focused on developing literacy, comprehension, and confidence for dealing with real world survival situations such as shopping, housing issues, public transportation, employment, and other daily living skills. This requires an intern to work in multi-level, multi-language, and culturally diverse ESL classrooms. The intern will be involved in one or more of the following programs:

- ESL classes: Basic and intermediate English literacy and comprehension focusing on general content areas and assisting cultural adjustment.
- Vocational ESL classes: Basic and intermediate English and job skills, including soft-skills and expectations of the American workplace.
- Computer Literacy classes: Basic computer skills and facilitated English literacy and comprehension through computer and online resources.
- Life Skills classes: Basic and intermediate English literacy and comprehension focusing on specific “life skills” areas such as safety and health.

Qualifications:

- Excellent written and oral communication skills in English.
- Strong interest in working with international clients in a cross-cultural environment.
- International experience and previous teaching experience a plus.
- Ability to take initiative and be able to work independently, be flexible and creative.
- Enthusiasm for helping people learn.
- Programs are held Monday through Friday, between 9am and 4pm, with opportunities for lesson planning and administrative work before, throughout, and afterwards. The priority need is between 9am and

11:30am each day. Interns must be able to commit to at least 15 hours per week.

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

Interns must undergo a background check investigation and orientation before beginning their service.

Will the internship require that the student have a car? No.

Is placement site accessible by public transit or other transportation options?
Yes. We are on the MARTA bus line 125.