Organization Name: International Rescue Committee in Atlanta

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

Phone: (404) 292-7731
Website: http://www.rescue.org/us-program/us-atlanta-ga

Internship Supervisor: Duncan de la Feld, Volunteer Coordinator

Supervisor’s contact information including e-mail:
Phone: (678) 636-8928
E-mail: Duncan.delaFeld@Rescue.org

Organization’s Mission Statement: The International Rescue Committee (IRC) in Atlanta is a non-profit, non-sectarian resettlement agency dedicated to helping individuals and families from around the world who have escaped from war or persecution. By providing essential services to more than 3,575 clients including resettlement services, 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: The IRC in Atlanta takes a comprehensive approach to direct services for refugees and other displaced persons in Georgia. We meet the needs of our clients through holistic programming that includes an emphasis on partnerships within the community and linkages to regional service providers. Our wide range of programs include the following:

Education and Learning - The IRC offers daily instruction to nearly 900 adults each year in intensive, multi-level English language, computer literacy, and vocational classes, as well as cultural and employment orientations. For children and teenagers the IRC in Atlanta coordinates with the school system to ensure the integration of refugee youth. The IRC in Atlanta’s Youth Futures program also provides a yearly afterschool program, summer camp, and leadership academy, serving nearly 269 refugee teens this past year, alone.

Employment - The IRC in Atlanta helps refugees become self-sufficient, productive citizens who add to the vitality and promise of their adopted communities. In addition to providing basic resettlement services, the IRC also assists in the job search process, helping 544 clients in FY2015 find full-time employment within the first six months after arrival. A team of Employment Specialists partners with local businesses to place clients in jobs that match their skill levels.

Immigration: Since our establishment in 1979, the IRC in Atlanta has provided essential services to refugees to assist them in rebuilding their lives in Georgia. The immigration department filed 1,617 applications for various benefits in FY2015 and, of these, 518 submitted naturalization applications for U.S. citizenship. IRC clients have a 98% success rate in the naturalization interview process.

Resettlement - Staff greets refugees at the airport and welcomes them to a fully-furnished apartment in their new community. Services such as enrolling the children in school, obtaining social security cards, providing clothing, intensive cultural orientation, assistance in finding employment, and a variety of other vital services are provided during the first months following their arrival.

Health and Wellness: The IRC recognizes that individualized attention to health promotes the overall wellbeing of communities and therefore provides an array of programs and classes, with an emphasis on family and women’s wellness. Through this wide range of services, clients are able to develop healthy lifestyles, essential life skills, and integration to the United States’ health system, while strong partnerships provide mental and behavioral health screenings and referrals.

Intern’s title: Economic Empowerment Intern

Number of interns requested by this organization? 2
**Internship project/job description:** The Economic Empowerment intern works with the IRC in Atlanta’s Employment Specialists to find employment for every eligible adult client. Stable employment is a vital step in the resettlement process.

**Responsibilities:**
- Creating resumes by working one-on-one with clients
- Assisting clients in filling out online and paper applications
- Researching potential employers and job possibilities for clients
- Preparing clients for job interviews
- Accompanying refugee clients for job interviews and employment orientations
- Providing MARTA orientation for clients
- Providing general administrative support

**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 and demonstrated professionalism
- Interns must be able to work at least 15 hours a week for at least three months

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: All interns are required to submit a background check. We also ask for a donation of $50 to cover the associated costs, and ensure that 95% of all donations go directly to our programs.

Will the internship require that the student have a car? The intern must have a valid driver’s license and access to an insured vehicle.

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