

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2026**

Organization Name: International Rescue Committee (IRC) in Atlanta

Address: 2305 Parklake Drive, Suite 100, Atlanta, GA30345

Phone: (404) 292-7731

Web site: www.rescue.org/united-states/atlanta-ga

Internship Supervisor: Emily Matthews

Supervisor's contact information including e-mail:

emily.matthews@rescue.org

Organization's Mission Statement:

To help those whose lives and livelihoods are shattered by conflict and disaster, including the climate crisis, to survive, recover and gain control of their future.

Summary of organization's primary programs and services:

The International Rescue Committee (IRC) in Atlanta creates opportunities for refugees and immigrants to integrate and thrive in Georgia communities. Since opening in 1979, the IRC's locally funded office in Atlanta has welcomed more than 30,000 refugees from over 65 countries to resettle in communities across the state. A committed staff of more than 200 professionals work together with volunteers to assist families in reuniting and rebuilding their lives in the greater Atlanta area. The IRC in Atlanta offers a broad range of programs including resettlement and case management services, adult education classes, youth programs covering ages 5 to 24, employment assistance, asset building resources, community health response programs, and immigration services, all of which serve more than 5,000 clients each year.

Intern's title: Adult Education Intern

Number of interns requested: 3

Internship project/job description (Please detail degree to which position is in-person, virtual, or hybrid.):

The IRC's Adult Education Intern assists refugee and immigrant adults in ESL classes to develop the language skills critical for success. The classes aim to build vocabulary and communication skills, convey skills necessary for the American workforce, and impart information about integral life skills and systems so that clients can be successful and productive members of their communities, so that they can be civically engaged, and so that they can pursue career pathways of their choice.

Our classes meet regularly three days per week, Tuesday through Thursday, for 3-hour class sessions, with both in-person and online class options, and offer instruction to adult students at varying levels of English proficiencies, from Basic to Advanced. Year-round classes operate with rolling enrollment, and new students are oriented and placed into classes and levels weekly. Classes are multi-level, meaning that multiple levels will be represented within a single class; interns and other class assistants allow for multiple breakout groups to separate students by their proficiency level. Instruction is focused on developing literacy, comprehension, and confidence to apply towards real-world situations, including dealing with housing issues, shopping, the K-12 public school system, public transportation, employment, healthcare, and other daily-life skills.

Adult Education interns work under class lead instructors and other IRC Adult Education staff to effectively engage with prospective and current immigrant and refugee clients. This can include a variety of ongoing activities such as:

- a. **Recruitment and Outreach:** providing information about programming, schedule, and expectations around education services.
- b. **Intake and Orientation:** working with clients individually to complete enrollment documents, to discuss goals, and schedule a formal proficiency level assessment
- c. **Classroom Support:** assisting lead instructors with classroom management activities, following developed curriculum, and leading instruction with groups of English language learners. Classroom

Support is expected to be a primary activity for nearly all Adult Education interns.

- d. ***Retention and Follow-up:*** conferencing with, surveying, and connecting with current and former participants, assessing goals and identifying appropriate referrals

Schedule is flexible, the options are listed below. Interns will have to complete 25-27 hours per week and will work with multiple instructors.

- ***Monday:*** 10am-2pm
- ***Tuesday:*** 9am - 12pm OR 2 - 5pm OR 5:30pm - 8:30pm
- ***Wednesday:*** 9:am - 12pm OR 2 - 5pm OR 5:30 - 8:30pm
- ***Thursday:*** 9am - 12pm OR 2 - 5pm OR 5:30 - 8:30pm

Our classes are held online and at three local locations.

- ***Clarkston:*** 2305 Parklake Dr, Atlanta, GA 30345
- ***Norcross:*** 5030 Georgia Belle Ct, Norcross, GA 30093
- ***Buford:*** 2755 Sawnee Ave, Buford, GA 30518

Qualifications:

Interns must have

- Strong communication skills: communication between instructors and fellow class assistants before, during, and after classes, and communication with adult Education language learners during classes.
- An interest in or experience with teaching generally and teaching ESL specifically.
- An interest in working closely with a diverse population of adults.
- Comfortability in working in a cross-cultural environment, in-person, online, and over the phone with adult learners, sometimes with little or no English proficiency.
- Comfortability in working with a variable number of students (individually and in groups).
- Ability to work in a collaborative environment and in co-teaching.
- Comfortability in adapting learning activities with limited notice.
- Fluent in spoken and written English. Bi-lingual abilities are not necessary but can be a plus.

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?

Background check

Will the internship require that the student have a car?

No

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

Yes, all locations are accessible.