

**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: Mohammad Hamim

Supervisor's contact information including e-mail:

Mohammad.Hamim@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: Employment Services Intern

Number of interns requested: 1

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

Research potential employers and community partners as it relates to Employment Services

- Assist with scheduling client meetings and follow-ups.
- Help prepare for client meetings by reviewing notes and preparing necessary documents.
- Work one-on-one with clients by conducting job readiness counseling and training
- Assist clients in filling out online and paper applications local resources.
- Assist in coordinating transportation for clients to appointments.
- Assist Employment Specialists by creating and maintaining client case files
- Attend New Arrival Orientation and conduct client intake
- Submit intern hours on volunteer dashboard
- Other duties as assigned

Qualifications:

Strong interest in working with an international population

- Proficiency with employment related activities
- Proven ability to work with consideration and respect for cross-cultural differences
- Excellent communication and organizational skills
- Ability to work independently
- Computer skills, including Microsoft Office programs and internet research
- Enthusiasm for helping people to learn and demonstrate professionalism

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

Will the internship require that the student have a car?

N/A

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