

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: Hasan Naser

Supervisor's contact information including e-mail:
hasan.naser@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: Grant Compliance and Data Intern.

Number of interns requested: 1-2.

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

The Grant Compliance & Data Intern will work closely with the Grant Compliance & Data Coordinator and the Deputy Director for Integration and Legal Programs to provide support in areas of program quality, data accuracy, and compliance & QC for donor-funded programs in Atlanta to help ensure programs are audit-ready and meet donor requirements. This role is ideal for students interested in nonprofit compliance, data quality, monitoring and evaluation, or public administration. This is a hybrid position which requires the successful candidate to be in office 1-2 days per week.

Responsibilities:

- Assist with data validation, routine quality control checks.
- Review program files and documentation for accuracy and completeness.
- Help track grant requirements, deliverables, and reporting deadlines.
- Support internal compliance reviews and audit/monitoring preparation
- Maintain organized digital files and Reports.
- Pull basic data reports and update tracking tools.
- Support program staff with QA/QC processes and checklists.

Qualifications:

- Undergraduate or post-graduate student enrolled in public administration, business administration, data analytics, public policy, law, social sciences, or a related field.
- Strong attention to detail and organizational skills.
- Proficiency in MS Office and willingness to learn new data systems.
- Interest in compliance, data quality, or nonprofit operations.

- Ability to handle sensitive information professionally and with high level of confidentiality.

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

- A background check including taking your fingerprints is necessary before you can be given access to clients' sensitive information and donor systems.

Will the internship require that the student have a car?

No.

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

Yes.