

**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: Amanda Paniagua

Supervisor's contact information including e-mail:

Amanda.Paniagua@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: Supply Chain Intern

Number of interns requested: 1

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

Position is in-person.

- *Pick and Pack Contributions-In-Kind (CIK) from stock room for IRC staff and clients*
- *Physical inventory counts*
- *Label and organize donated household items*
- *Assist with unloading and loading inbound and outbound donated household items for IRC donors and clients*
- *Data entry of inventory counts into Excel and other platforms*
- *Optional Use of personal, insured vehicle or IRC vehicle to transport donated items externally for pickups and client deliveries as needed*
- *Conduct weekly vehicle inspections according to checklist*
- *Comply with all policies, procedures, and protocols*
- *Submit intern hours on volunteer dashboard*
- *Other duties as assigned*

Qualifications:

- *Attention to detail, critical thinking skills, time management skills, and ability to work independently and part of a team*
- *Heart for humanitarian service*
- *Able to communicate professionally with internal and external stakeholders*
- *Experience working with Microsoft Office applications*
- *Previous supply chain/inventory experience is a plus*
- *Fluent in English, both spoken and written*
- *Additional languages is a plus*

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)? *Must submit intern hours on volunteer portal. Must pass a background check.*

Will the internship require that the student have a car? *Not required but is helpful*

Is placement site accessible by public transit or other transportation options? *Yes, we are on the MARTA Bus Line 125*