

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2025**

Organization Name: International Rescue Committee

Address: 2305 Parklake Dr NE, Atlanta, GA 30345

Phone: (404) 292-7731

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

Internship Supervisor: Emily Matthews

Supervisor's contact information including e-mail: 770-710-8736/
Emily.matthews@rescue.org

Organization's Mission Statement: The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster, including the climate crisis, to survive, recover and gain control over their future.

Summary of organization's primary programs and services: 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 4,000 clients each year.

Intern's title: Adult Education Intern

Number of interns requested: 1

Internship project/job description:

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:

- Recruitment and Outreach: providing information about programming, schedule, and expectations around education services.
- Intake and Orientation: working with clients individually to complete enrollment documents, to discuss goals, and schedule a formal proficiency level assessment.
- 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.
- Adult Education interns will work with both virtual classes and with in-person classes, working with students joining classes through online platforms and with students attending at the IRC in Atlanta's main office.

SCHEDULE:

- Monday
 - 9am-4:30pm- Student enrollment- in person at IRC office
- Tuesday /Wednesday/Thursday
 - Option 1
 - 9-3pm in person ESOL classes at IRC office.
 - Option 2
 - 9am-12pm and 2-5pm Online ESOL classes

Qualifications:

- 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.

Other requirements, if any, for this position? Background check, the cost is \$51.

Will the internship require that the student have a car? No, most of our class sites are on public transportation lines.

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