

**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: Sam Camirand, Career Development Coordinator and Nadia Saadein, Workforce Development Navigator

Supervisor's contact information including e-mail:

samantha.camirand@rescue.org, (470)-510-6190

nadia.saadein@rescue.org, (470)-510-6213

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: Career Development Intern

Number of interns requested: 1

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

The IRC Career Development (CD) program promotes economic self-sufficiency for refugees and immigrants with barriers to achieving their career goals. Career-focused workforce development programs collaborate

with partners to design and develop industry-aligned career pathway programs and to support clients in accessing and succeeding in these programs. The Career Development Intern will work alongside CD staff to design, develop, and implement career pathway programming that leads to high-quality jobs that offer living wages and opportunities for advancement and are accessible to populations with barriers that include limited English proficiency, limited and/or foreign-earned education, other skills barriers, and transportation and family care responsibilities.

Responsibilities:

- Assist with the creation of program informational packets, career pathway frameworks and design(s), as well as marketing materials and presentations, and workshops.
- Maintain a strong understanding of regional workforce system partners including American Job Centers, WorkSource DeKalb, community colleges, adult schools, vocational training providers, apprenticeship programs, employers and community-based organizations that can contribute to career pathway programming.
- Develop strategies to ensure that diverse refugee, immigrant, and other marginalized populations have equitable access to workforce development resources within the CD program.
- In partnership with CD colleagues, provide direct services to clients accessing career pathway programming, including providing career coaching and other support services.

Schedule (HYBRID):

A combination of standard office environment, remote work, and ‘field’ time.

- **Tuesday/Thursday** (Career Development Walk-in Days)
 - 9:00 AM - 4:30 PM in person at IRC office
- **Monday/Wednesday/Friday** (combination of floating third day in person day and remote work).
 - 9:00 AM - 4:30 PM occasional weekend and/or evening work.

Qualifications:

- An interest in or experience working closely with a diverse population of adults who have beginner/intermediate ESL levels with varying levels of digital literacy skills.

- Comfortability in working in a cross-cultural environment, in-person, online, and over the phone, sometimes with little or no English proficiency.
- Knowledge of U.S. workforce system and workforce skills (resume writing, job search skills, interview skills, career planning, professional development).
- Comfortability in working with a variable number of clients (individually and in groups) and comfortable developing, teaching, and delivering information in a workshop style format.
- An understanding of regional workforce system partners including American Job Centers, community colleges, adult schools, vocational training providers, apprenticeship programs, employers and community-based organizations that can contribute to career pathway programming.
- Familiarity with college applications and FAFSA process.

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)? **Background check, the cost is \$51.**

Will the internship require that the student have a car? **No, however access to reliable transportation (i.e. a personal vehicle, ability to use transit) is strongly recommended.**

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

Yes