

**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:** [International Rescue Committee](http://www.rescue.org)

**Internship Supervisor:** Ruwan HagAli

Supervisor's contact information including e-mail:

**Email:** [Ruwan.HagAli@rescue.org](mailto:Ruwan.HagAli@rescue.org)

**Phone:** 470-590-3752

**Organization's Mission Statement:** "The International Rescue Committee (IRC) helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future."

**Summary of organization's primary programs and services:** In Atlanta, the International Rescue Committee (IRC) focuses on helping refugees and immigrants rebuild their lives through:

- **Resettlement Services:** Assistance with housing, and community integration.
- **Employment Services:** Employment and Match Grant Program (Financial Assistance).
- **Economic Empowerment:** Job training, financial literacy, and small business support.
- **Education:** ESL (English as a Second Language) classes and youth academic support.
- **Health Services:** Access to healthcare and wellness programs.
- **Immigration Assistance:** Legal aid for citizenship, family reunification, and documentation.

**Intern's title:** Employment Casework Intern

**Number of interns requested:** 4

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

**The Employment Casework intern** works with the IRC in Atlanta's Employment Services team to assist eligible refugee clients find jobs and prepare them to enter the workforce by providing supporting services, while also completing clerical work such as data entry and case file organization. Employment is an essential element in helping refugees become economically self-sufficient. **This position is in-person.**

**RESPONSIBILITIES:**

- Research potential employers and community partners as it relates to Employment Services
- Assist clients with applying for jobs
- 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
- Help clients access essentials such as housing, food, and medical care by researching local resources.
- Assist in coordinating transportation for clients to appointments.
- Accompany clients to job interviews and orientations
- Assist Employment Specialists and Employment Services Caseworkers by entering case notes and other data entry into relevant databases
- Assist Employment Specialists and Employment Services Caseworkers 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 organization skills
- Ability to work independently
- Computer skills, including Microsoft Office programs and internet research
- Enthusiasm for helping people to learn and demonstrated professionalism
- Must have a valid driver's license and access to an insured vehicle

**Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)? Must pass a background check.**

**Will the internship require that the student have a car? No**

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