Organization Name: The International Rescue Committee

Address: 2305 Parklake Drive NE, Suite 100
Atlanta, GA 30345

Phone: (404) 292-7731

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

Internship Supervisor: Iman Abdur-Rahman

Supervisor’s contact information including e-mail. Iman.abdur-rahman@rescue.org 404-483-7164

Organization’s Mission Statement: The International Rescue Committee provides opportunities for refugees, asylees, victims of human trafficking, survivors of torture, and other immigrants to thrive in America. Each year, thousands of people, forced to flee violence and persecution, are welcomed by the people of the United States into the safety and freedom of America. These individuals have survived against incredible odds. The IRC works with government bodies, civil society actors, and local volunteers to help them translate their past experiences into assets that are valuable to their new communities. In Atlanta and other offices across the country, the IRC helps them to rebuild their lives.

Summary of organization’s primary programs and services: The IRC in Atlanta supports refugees upon arrival with case management, employment assistance, and English language learning services, and continues to support the refugee and immigrant community with extended immigration, educational, employment, and social adjustment services.

Intern’s title: Employment Casework Intern
Number of interns requested: 1-2

Internship project/job description (please include a virtual/socially distanced option if possible): The Refugee Employment Casework intern works with the IRC in Atlanta’s Early Employment team to assist eligible refugee clients find jobs and prepare them to enter the workforce by providing supporting services.

**RESPONSIBILITIES:**

- Research potential employers and community partners as it relates to Early Employment.
- Work one-on-one with refugee clients by conducting job readiness counseling and training.
- Assist clients in filling out online and paper applications.
- Accompany refugee clients to job interviews and orientations.
- Provide general administrative support for Economic Empowerment team.

(all duties can be completed in a hybrid in-person/virtual capacity)

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.

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: background check and proof of vaccination

Will the internship require that the student have a car? No
Is placement site accessible by public transit or other transportation options?
Yes