

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

Organization Name: International Rescue Committee in Atlanta

Address: 2305 Parklake Dr NE, Ste. 100, Atlanta, GA 30345

Phone: (404) 292-7731

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

Internship Supervisor: Eirini Longini

Supervisor's contact information including e-mail:

sophiaeirini.longini@rescue.org (470)456-2812

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: Connect to Success Intern

Number of interns requested: 1

Internship project/job description (Please detail degree to which position is in-person, virtual, or hybrid.): This part-time internship focuses on providing holistic support to help refugee youth ages 16-24 achieve their educational and career goals. Interns will engage in various activities, including case management, academic support, and event planning, while working in a multicultural environment.

Responsibilities

- Assist with the case management and individualized career and academic advisement services for youth/young adults, including documentation, data entry and file maintenance.
- Support academic needs including tutoring, college application, and Test Prep.
- Assist with delivery of career readiness and educational workshops.
- Assist in planning and running group social and networking events for youth/young adults.
- Help identify local learning opportunities for youth/young adults.
- Assist with recruitment and support of Connect to Success volunteers.

The internship is in-person, however a few hours a week can be done virtually if interns are providing online tutoring or test prep.

Qualifications:

- Commitment of 15 hours per week for a minimum of 3 consecutive months
- Excellent communication and writing skills.
- Organizational skills with attention to detail.
- Ability to work independently and take initiative in a fast-paced environment.
- An interest in international and refugee issues.
- Experience working with youth and/or young adults is preferred.
- Creativity and initiative to follow through on projects.
- Strong desire to help people and enthusiasm for working in a multi-cultural setting.
- Computer literacy, preferably with PC systems.
- Must submit intern hours on volunteer portal.
- Must pass a background check.
- Must be at least 18 years old.
- Must be authorized to work in the United States.

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.): Background check (\$51 donation to cover cost of background check)

Will the internship require that the student have a car? Not required but having a car is beneficial

Is placement site accessible by public transit or other transportation options? Accessible by bus but may take 1+ hour from Emory Area