

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

Organization Name: *International Rescue Committee of Atlanta*

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: *Phil York*

Supervisor's contact information including e-mail:

phillip.york@rescue.org; 470-597-2146

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 International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 24 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. The IRC in Atlanta office was established in 1979 and has resettled over 30,000 refugees from 67 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 1,000 refugees into Georgia annually and provides additional services and assistance to another 2,500 refugees and asylees.

The Economic Empowerment Center (EEC) is a joint effort between IRC Atlanta's Financial Capability and Microenterprise Development programs. The EEC exists as a comprehensive resource hub working with aspiring refugee and immigrant entrepreneurs and other underrepresented individuals to grow small business owners' skills and develop clients' financial capabilities. The EEC specializes in the areas listed below:

- *addressing clients' barriers to small business development;*
- *connecting clients to existing small business ecosystems across metro-Atlanta;*
- *offering tailored, individualized business technical assistance;*
- *conducting regular workshops establishing strong foundations in financial literacy;*
- *providing 1:1 financial coaching services, with emphasis on credit building and budget management; and*
- *providing clients with access to capital supporting these services via affordable, small-dollar consumer and business loans.*

This suite of services, offered with culturally and linguistically appropriate accommodations, fosters inclusive economic growth and supports refugees, immigrants, women, and minorities in achieving independence.

Intern's title: *Economic Empowerment Specialist*

Number of interns requested: *1*

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

- *Participate in Financial Capability, Microenterprise Development, and Economic Empowerment group meetings*
- *Provide input on creating more efficient client processes*
- *Input client data and handle various administrative and logistical tasks related to client appointments*
- *Participate in client family budget/budget improvement appointments*
- *Assist Financial Coaches in resolving clients' financial challenges*
- *Assist Financial Coaches in setting up of clients' IOM loan repayment*
- *Meet with clients to set up their first checking and savings accounts*
- *Assist in facilitating awareness of other Financial Capability group programs offered by IRC that may benefit clients*
- *Make appropriate referrals to other areas of IRC on behalf of client, as appropriate*
- *Participate in financial literacy workshops for new arrival clients, covering topics including budgeting, banking, and credit*
- *Assist the Microenterprise Development (MED) team with program recruitment efforts by developing and distributing flyers and brochures, and engaging with community organizations and local businesses*

- *Provide program orientations and trainings to individuals and groups*
- *Work with refugee and immigrant entrepreneurs to strengthen their business plans, develop marketing materials, and provide other supportive services as needed*
- *Conduct business-related research in key industries*
- *Maintain case files for program clients*
- *Enter data into the program's information data systems and internal tracking systems*
- *Provide general administrative support and maintain accurate records of Microenterprise Development (MED) program activities*
- *Submit intern hours on volunteer dashboard*
- *Other duties as assigned*
- ***This is an in-person role.***

Qualifications:

- *Strong interest in working with international clients*
- *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*
- *Graphic design and/or web development experience preferred*

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?

- *Must submit intern hours on volunteer portal.*
- *Must pass a background check.*
- *\$51 donation to cover background check cost.*
- *Must be at least 18 years old.*

Will the internship require that the student have a car? *Yes*

Is placement site accessible by public transit or other transportation options? *IRC Atlanta is accessible via MARTA bus route.*