

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

Organization Name: *International Rescue Committee*

Address: *4205 Parklake Dr., Ste 100, Atlanta, GA 30345*

Phone: *404-292-7731*

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

Internship Supervisor: *Amanda Paniagua*

Supervisor's contact information including e-mail.

Amanda.Paniagua@rescue.org / 470-456-2807

Organization's Mission Statement: *The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover and gain control of their future. The vision of the IRC is to lead the humanitarian field by implementing high-impact, cost-effective programs for people affected by crisis, and by using our learning and experience to shape policy and practice.*

Summary of organization's primary programs and services: *Work with Operations team to provide supply chain and operational support within the IRC Georgia and Florida offices. Assist with inventory management, fleet management, operational tasks, administrative tasks, and various other related duties. Please note that all internship positions are unpaid.*

Intern's title: *Supply Chain Intern*

Number of interns requested: *1*

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

RESPONSIBILITIES:

- *Check-out IRC staff and clients completing "shopping" visits to Contributions-In-Kind (CIK) stock room*

- *Physical inventory counts*
- *Label and organize donated household items*
- *Assist with unloading and loading inbound and outbound donated household items for IRC donors and clients*
- *Data entry of inventory counts into Excel and other platforms*
- *Use of personal, insured vehicle or IRC vehicle to transport donated items externally as needed*
- *Conduct weekly vehicle inspections according to checklist*
- *Comply with all policies, procedures, and protocols*
- *Submit intern hours on volunteer dashboard*
- *Other duties as assigned*

Qualifications:

- *Attention to detail, critical thinking skills, time management skills, and ability to work independently and part of a team*
- *Able to communicate professionally with internal and external stakeholders*
- *Experience working with Microsoft Office applications*
- *Previous supply chain/inventory experience is a plus*
- *Fluent in English, both spoken and written*

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 cost of 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, we are on the MARTA Bus Line 125*