

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

**Organization Name:** International Rescue Committee Atlanta

**Address:** 2305 Parklake Dr NE, Atlanta, GA 30345

**Phone:** (404)-292-7731

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

**Internship Supervisor:** Chelsea Driver

**Supervisor's contact information including e-mail.**

Email: Chelsea.Driver@rescue.org

Phone: (470) 484-0049

**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 offers the following programs across our US offices:

- Resettlement
- Economic empowerment
- Health, safety & wellbeing
- New Roots: Food security & agriculture
- Immigration & citizenship
- Youth services
- Anti-trafficking
- META: M&E
- Research, analysis, and learning (RAL)

**Intern's title:** Youth Education Intern

**Number of interns requested: 1-2**

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

The IRC's My New School program provides comprehensive support to ensure that newcomer students in Atlanta succeed academically and socially. The program provides school casework, family engagement programming, and summer and after-school programs. My New School aims to bridge the gap between local schools and newcomer families as they navigate the American K-12 school system for the first time.

The internship will include two service areas:

**The Youth Futures Summer Camp Programs** for middle school and high school refugee and immigrant youth is held 3 days per week, 6 hours per day, in person. The Summer Program Intern will support staff with program delivery. The intern will help with logistics for activities, field trips, workshops, and engage with students to provide an enriching and supportive academic and social environment for them.

**The School Success Program** will provide back-to-school support for newly arrived students and their caregivers. The Summer Program intern will provide general support for summer workshops and community outreach events aimed at preparing students for a successful new school year.

The intern will also provide other program and general administrative support as needed, such as documentation and file maintenance, among others.

**Qualifications:**

- Excellent communication and writing skills.
- Organizational skills with attention to detail.
- Ability to work independently as well as within a team and take initiative in a fast-paced environment.
- An interest in international and refugee issues.
- Commitment to upholding ethical standards and confidentiality in all interactions.
- Creativity and initiative to follow through on projects.
- Strong desire to help people, and enthusiasm and sensitivity for working in a multi-cultural setting.

- Experience working with youth and/or young adults is preferred.
- Familiarity with educational support and systems is preferred.
- A valid driver's license and reliable vehicle is beneficial

**Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?** Background Check; \$51 donation to cover background check costs

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

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