

Servant Leadership Summer Internship Placement Site

Job Description Information Sheet

Summer 2024

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: Kendall Souders

Supervisor's contact information including e-mail:

Email: kendall.souders@rescue.org

Phone: +1 470-510-6213

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) in Atlanta creates opportunities for refugees and immigrants to integrate and thrive in Georgia communities. Since opening in 1979, the IRC's locally funded office in Atlanta has welcomed more than 28,000 refugees from over 65 countries to resettle in communities across the state. A committed staff of more than 100 professionals work together with volunteers to assist families in reuniting and rebuilding their lives in the greater Atlanta area. 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: Microenterprise Development Intern

Number of interns requested: 3

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

This position is in-person.

- 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

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
- Graphic design and/or web development experience strongly preferred

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

Background Check (\$51), Intern Orientation, Kaya Training Videos (total of 4, accessible once onboarded), Internship Agreement

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

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