

International Rescue Committee

<http://www.rescue.org/us-program/us-atlanta-ga>

2305 Parklake Dr, Suite 100 Atlanta, GA 30345

Volunteer Coordinator: (404) 292-7731 VolunteerATL@Rescue.org

The International Rescue Committee responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. The IRC helps to resettle refugees by providing housing, furnishings, food and clothing. Volunteers can serve in the following positions: ESL class assistants, Resettlement Shop donation sorter, youth tutor, computer lab assistant, or family mentor. In addition, IRC currently has 19 internship opportunities available for students ranging for education, healthcare, science, engineering, and more! Feel free to pass this information on to your students.



Academic English Education Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF ACADEMIC ENGLISH EDUCATION INTERN WORK: The Academic English Education Intern serves in the Education department, and coordinates the development, organization and facilitation for GED, Compass, TOEFL, and other assessments (GACE, pharmacy tech, etc.) for refugees and immigrants whose first language is not English.

RESPONSIBILITIES:

- Administer the TABE or other placements assessments as appropriate.
- Develop an educational plan for each student.
- Coordinate the math program by referring students and assisting the instructor in scheduling classes, confirming space, and securing appropriate materials.
- Provide educational and vocational counseling. This will include but is not limited to post-secondary educational options, transcript evaluation, procedures for admissions, financial aid, and general navigation of the post-secondary education system.
- Receive student referrals from the IRC ESL programs, VOLAGS, and walk-in clients.
- Coordinate educational plans with caseworkers and employment specialists as needed.
- Serve as an educational resource for the IRC staff.

LEARNING OBJECTIVES

- Gain experience and skill in instructing and developing educational materials appropriate to refugees' needs and barriers.
- Provide administrative support to Adult Education Coordinator, through attendance and pre- and post-assessment records.

REQUIREMENTS:

- Excellent written and oral communication skills in English.
- Must be comfortable working in a cross-cultural environment.
- International experience and previous teaching experience a plus.
- Strong research and organizational skills, ability to take initiative and work independently.
- Strong MS office and computer skills.
- Ability to take initiative and work independently and be creative, with strong interpersonal skills.
- **Academic English classes are generally held Monday through Thursday, between 12:00 and 2:30pm, with lesson planning and administrative work before and afterwards. Interns must be able to commit at least 15 hours per week.**

Internship Deadlines: Spring Dec 15, Summer Apr 15, Fall Jul 15.

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Child Care Education Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF CHILD CARE EDUCATION INTERN WORK: The Child Care Education Intern serves in the Education department and assists child care specialists with the program for families that are on-site with children under 5 years old. The child care program provides structured, culturally and linguistically appropriate activities so that the parents are able to attend workshops, orientations, and ESL instruction.

RESPONSIBILITIES:

- Assist child care specialists with implementing developmentally appropriate activities.
- Support staff in caring for infants and children as necessary, and maintain a safe and sanitary environment.
- Support program activities by researching new curriculum content, targeting and working towards program improvements, and preparing educational materials.
- Develop and implement content related specifically to the needs of newly arrived refugee children.
- Serve as an educational resource for the IRC staff, particularly with bridging the gap between known best practices and the day-to-day operations in the child care program.

LEARNING OBJECTIVES

- Demonstrate the ability and skills to develop and implement educational materials appropriate to the needs and barriers of specific youth populations.
- Demonstrate the ability to work in a multi-age, multi-language, and culturally diverse early childhood learning environment.
- Promote a culturally inclusive and linguistically diverse classroom environment.
- Demonstrate an understanding of various child care models, activities, and methods of engagement.

REQUIREMENTS:

- Excellent written and oral communication skills in English.
- Must be comfortable working in a cross-cultural environment.
- International experience, previous teaching experience, and child care experience a plus.
- Strong research and organizational skills, ability to take initiative and work independently.
- Ability to take initiative and be creative, with strong interpersonal skills.
- Enthusiasm for helping people learn.
- **Child care is offered generally Monday through Friday, between 9:00 and 12:00pm, with lesson planning and administrative work afterwards. Interns must be able to commit at least 15 hours per week.**

Internship Deadlines: Spring Dec 15, Summer Apr 15, Fall Jul 15.

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Job Description – Business Mentors: Childcare Microenterprise Program

BACKGROUND: The goal of IRC Atlanta’s Refugee Child Care Microenterprise program, in conjunction with Quality Care for Children, is to empower refugee women that have an entrepreneurial interest by providing certification instruction and training, technical assistance, and small business credit to create and maintain a sustainable child care business. By creating a skill development program for refugee women, their communities will be positively impacted, as more adults can leave their children with culturally appropriate providers and enter the workforce.

SCOPE OF WORK: The Business Mentor reports directly to the Program Coordinator and supports efforts under IRC’s Child Care Microenterprise program. A qualified Business Mentor will have experience in for-profit organizations or self-employment/entrepreneurship. The childcare program spans all business development phases from skills development trainings (business and child care), certification and licensing, micro-credit, and on-going technical support both before and after the entrepreneur’s business is launched. Mentors will work one-on-one with a program participant who has completed training to help them complete the state business registration process, city/county compliance, business start-up funding budget, home improvement, marketing, pricing, recordkeeping, among other tasks.

RESPONSIBILITIES:

- Coach selected participant on completion of the business start-up process
- Troubleshoot with state, county, and city employees from various government agencies
- Network with other mentors for lessons learned, best practices

REQUIREMENTS:

- Proven ability to work with consideration and respect for cultural differences
- Excellent communication and project management skills
- Ability to work independently and take initiative
- Discretion, diplomacy and good team player
- Current or previous studies in a business or economic empowerment related field
- The ideal candidate will have some technical knowledge and experience in small business development and/or a for-profit environment
- Some ideal candidates will also be highly proficient in Spanish or another language, such as French or Arabic
- Met in-person on a periodic basis at their home as regular check-in meetings, as well as regular phone calls and/or emails
- Conduct research and work online and by phone from your own location
- Participate in a monthly conference call with all program Mentors

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Computer Literacy Education Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF COMPUTER LITERACY EDUCATION INTERN WORK: The Computer Literacy Education Intern assists clients to develop valuable basic computer skills, including basic computer operation, typing skills, using the internet and email, and the use of computer programs specialized to support English language learners. The Computer Literacy Intern will also support the Education program in maintaining and updating the computer lab's hardware and software as possible.

RESPONSIBILITIES:

- Instruct individuals and small groups of IRC clients in basic computer operations.
- Assist clients with the use of educational software, including specific ESL programs.
- Research and develop additional software to meet the technical and English educational needs of clients.
- Assist the program with troubleshooting lab computers and refurbishing donated computers
- Support program activities by researching new curriculum content and preparing educational materials as requested by instructor.
- Supervise appropriate use of the computer lab environment, making sure clients are engaged in learning.
- Assist with record-keeping, data entry, and file maintenance to support program administration.

LEARNING OBJECTIVES:

- Demonstrate the ability to work in a multi-level, multi-language, and culturally diverse ESL classroom environment.
- Simplify complex functions and applications to make them easily understood by those with limited or no knowledge of computers.
- Demonstrate the technical ability to diagnose and refurbish computers.
- Create curriculum, activities, and projects that are appropriate for a multi-level ESL classroom.
- Support newly arrived refugee clients to develop computer literacy skills.

REQUIREMENTS:

- Excellent communication and organization skills. Ability to work independently, being creative and flexible.
- Strong interest in working with international clients in a cross-cultural environment.
- Experience with or interest in broad computer skills, including Microsoft Office programs, web site creation, software creation, and internet research.
- Experience with or a willingness to learn about diagnosing computers and/or refurbishing computers.
- Enthusiasm for helping people to learn.
- **Computer Literacy classes are generally held Monday through Friday between 2:00pm and 4:30 pm, with lesson planning and administrative work before and afterwards. Interns must be able to commit to at least 15 hours a week.**

Internship Deadlines: Spring Dec 15, Summer Apr 15, Fall Jul 15.

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Donations Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF DONATIONS INTERN WORK: This internship is located within the Resource Development Department, whose purpose is to establish strong mutually beneficial connections between the community and the IRC-Atlanta office in order to garner monetary, in-kind and volunteer resources for refugee clients. The Donations Coordination Intern will work closely with the Donations Coordinator towards these goals in order to enhance the Resource Development Program.

RESPONSIBILITIES:

- Help refugee clients to receive in-kind goods via the Resettlement Shop
- Receive and organize in-kind donations
- Track in-kind donations in both donor database and client files
- Assist with outreach and recruitment efforts to community groups, students, and other organizations
- Work with the Donations Coordinator to update client files with volunteer and resources information
- Assist with activities related to volunteer recruitment, training, and retention
- Provide direct service to refugee clients as needed by the Donations Coordinator
- Assist with donations pickup as needed.
- Attend and actively participate in staff meetings and special staff development programs

REQUIREMENTS:

- An interest in international and refugee issues
- Effective communication and writing skills
- Attention to detail a must
- Excellent organizational skills
- Creativity and initiative to follow through on projects
- A strong desire to help people and enthusiasm to work in a multi-cultural setting
- Prior experience in a non-profit setting a plus
- Prior relevant coursework preferred

For more information or to apply, please contact Hayat Nawd, Volunteer Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Economic Empowerment Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 3,000 refugees and asylees.

SCOPE OF ECONOMIC EMPOWERMENT INTERN WORK: The Economic Empowerment intern works with the IRC in Atlanta's Employment Specialists to find employment for every eligible adult client. Stable employment is a vital step in the resettlement process.

RESPONSIBILITIES:

- Create resumes by working one-on-one with clients
- Assist clients in filling out online and paper applications
- Research potential employers and job possibilities for clients
- Prepare clients for job interviews
- Accompany refugee clients for job interviews and employment orientations
- Provide MARTA orientation for clients
- Provide general administrative support

REQUIREMENTS:

- Strong interest in working with international clients
- Proficiency with resume writing and employment related activities
- 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
- Interns must be able to work at least 15 hours a week for at least three months
- Must have a valid driver's license and access to an insured vehicle

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



English Literacy/Civics Education Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF ENGLISH LITERACY/CIVICS EDUCATION INTERN WORK: The EL/Civics Education Intern assists refugee clients in gaining the English, literacy, and civics skills required to pass the U.S. Citizenship exam. Curriculum is focused on developing vocabulary and communication skills for dealing with real world situations such as employment, transportation, and housing. In addition, supplementary materials help develop the vocabulary and communication skills needed for the citizenship exam.

RESPONSIBILITIES:

- Assist instructor and program director in daily classroom activities including one-on-one tutoring, leading small groups, and teaching specific components of the curriculum.
- Assist program director in developing and implementing multi-level comprehension and literacy activities.
- Assist program director with new student registration and orientation.
- Support and assist with general program improvements, specifically in the gap between education best practices and the day-to-day classroom operations.
- Assist with record-keeping, data entry, and file maintenance to support program administration.

LEARNING OBJECTIVES:

- Demonstrate the ability to work in a multi-level, multi-language, and culturally diverse ESL classroom environment.
- Create curriculum, activities, and projects that are appropriate for a multi-level ESL classroom.
- Demonstrate an understanding of various models of ESL instruction.
- Support refugee clients to develop English literacy and comprehension skills.

REQUIREMENTS:

- Excellent written and oral communication skills in English.
- Strong interest in working with international clients in a cross-cultural environment.
- International experience and previous teaching experience a plus.
- Ability to take initiative and be able to work independently, be flexible and creative.
- Enthusiasm for helping people learn.
- **EL/Civics classes are held Monday through Thursday, between 12:00 and 2:00 pm at the IRC office, and Monday, Wednesday, and Friday between 6:00 and 8:30 pm at Memorial Drive Presbyterian Church, with lesson planning and administrative work before and afterwards. Interns must be able to commit to at least 15 hours per week.**

Internship Deadlines: Spring Dec 15, Summer Apr 15, Fall Jul 15.

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



English as a Second Language (ESL) Education Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF ENGLISH AS A SECOND LANGUAGE EDUCATION INTERN WORK: The ESL Education Intern assists newly arrived refugee clients gain English literacy comprehension and literacy skills so that they can become self-sufficient and thrive in their new community. ESL instruction is focused on developing vocabulary and confidence for dealing with real world survival situations such as shopping, housing issues, public transportation, employment, and other daily living skills.

RESPONSIBILITIES:

- Assist instructor in daily classroom activities including one-on-one tutoring, leading small groups, and teaching specific components of the curriculum.
- Assist instructor in developing and implementing multi-level comprehension and literacy activities.
- Support program activities by researching new curriculum content and preparing educational materials as requested by instructor.
- Support and assist with general program improvements, specifically in the gap between education best practices and the day-to-day classroom operations.
- Assist with record-keeping, data entry, and file maintenance to support program administration.

LEARNING OBJECTIVES:

- Demonstrate the ability to work in a multi-level, multi-language, and culturally diverse ESL classroom environment.
- Create curriculum, activities, and projects that are appropriate for a multi-level ESL classroom.
- Demonstrate an understanding of various models of ESL instruction.
- Support newly arrived refugee clients to develop English literacy and comprehension skills.

REQUIREMENTS:

- Excellent written and oral communication skills in English.
- Strong interest in working with international clients in a cross-cultural environment.
- International experience and previous teaching experience a plus.
- Ability to take initiative and be able to work independently, be flexible and creative.
- Enthusiasm for helping people learn.
- **ESL classes are held Monday through Thursday, between 9:00 and 12:00, with lesson planning and administrative work before and afterwards. Interns must be able to commit to at least 15 hours per week.**

Internship Deadlines: Spring Dec 15, Summer Apr 15, Fall Jul 15.

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



First Things First Women's Literacy Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF *FIRST THINGS FIRST WOMEN'S LITERACY INTERN WORK:* The *First Things First Women's Literacy Intern* assists in an innovative program that provides intensive beginning English as a Second Language (ESL) instruction to refugee women, while childcare is provided for their children under the age of five. As many of these women have had little or no classroom experience, they are often pre-literate even in their own language. ESL topics are tailored to the specific survival needs of newly arrived women and their families including financial literacy, housing issues, and employment skills.

RESPONSIBILITIES:

- Assist instructor in daily classroom activities, including one-on-one tutoring, leading small groups, and teaching specific components of the curriculum.
- Assist instructor in developing and implementing pre-literacy and literacy-level appropriate activities.
- Assist instructor with practicing multi-level comprehension activities.
- Support program activities by researching new curriculum content, developing and preparing educational materials as requested by instructor
- Support and assist with general program improvements.
- Assist with record-keeping, data entry, and file maintenance to support program administration

LEARNING OBJECTIVES:

- Demonstrate the ability to work in a multi-level, multi-language, and culturally diverse ESL classroom environment.
- Create curriculum, activities, and projects that are appropriate for a multi-level ESL classroom.
- Demonstrate an understanding of various models of ESL instruction.
- Support newly arrived refugee clients to develop English literacy and comprehension skills.

REQUIREMENTS:

- Excellent written and oral communication skills in English.
- Strong interest in working with international clients in a cross-cultural environment.
- International experience and previous teaching experience a plus.
- Ability to take initiative and be able to work independently, be flexible and creative.
- Enthusiasm for helping people learn.
- **First Things First classes are held Monday through Thursday, between 9:00 and 12:00, with lesson planning and administrative work before and afterwards. Interns must be able to commit to at least 15 hours per week.**

Internship Deadlines: Spring Dec 15, Summer Apr 15, Fall Jul 15.

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Immigration Program Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF IMMIGRATION PROGRAM INTERN WORK: The International Rescue Committee's Resettlement office in Atlanta provides its clients with assistance in filing immigration applications, which will allow refugees and newly approved asylees to travel, become permanent residents and then citizens of the United States.

RESPONSIBILITIES:

- Process correspondence from CIS in a timely manner, notify clients of correspondence received and place notices in files
- Assist immigration case managers to maintain accurate and up-to-date files and detailed case notes on immigration services to clients
- Create and print labels for files
- Assist immigration case managers in making copies and creating new files
- Complete change of address forms with CIS
- Help maintain the filing system for immigration petitions filed with IRC in Atlanta
- Other duties as needed and assigned by immigration case managers

LEARNING OBJECTIVES:

- Students will learn data collection and data management methods for program development and reporting.
- Students will gain knowledge of USCIS administrative procedures by processing receipts and correspondence from USCIS.
- Student will gain knowledge of the types of immigration benefits available to refugees and asylees and the steps involved in applying for these benefits.

REQUIREMENTS:

- Excellent communication and organizational skills;
- Attention to detail and procedure;
- Ability to work independently and take initiative;
- Work or volunteer experience with foreign populations, especially African or Middle and Near Eastern;
- Knowledge of one or two foreign languages such as Russian, Arabic, Farsi, or French is beneficial, but not required;
- Computer literacy, preferably with PC systems;
- Knowledge of refugee immigration beneficial, but not required.

Internship Deadlines: Spring Dec 15, Summer Apr 15, Fall Jul 15.

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Logistics Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF LOGISTICS INTERN WORK: The Logistics interns will work closely with the Logistic Specialist to coordinate transportation and interpreters to assist newly arrived refugee families to attend core services and other appointments such as doctor visits and social services. The Logistics Intern will also assist with orienting clients to MARTA and assisting Specialist with organizing data pertaining to arrivals.

RESPONSIBILITIES:

- Orienting clients to MARTA/ public transportation (to IRC, health clinic, shopping centers)
- Assisting Logistics staff to prepare for incoming arrivals which may include apartment set up
- Supporting representatives from various social services agencies to process clients DFCS office / SS office
- Coordinating transportation and interpreters with Logistics Specialist to assist newly arrived refugee families to attend core services and medical appointments
- Providing general administrative support to Logistics Specialist
- Occasionally transporting and/or accompanying clients to appointments
- Other duties as needed and assigned by Logistics Specialist

REQUIREMENTS:

- Must be over 18 years of age
- Bi-lingual in a relevant language is a plus
- Clean driving record required
- Occasional heavy lifting may be requested
- Proven ability to work with consideration and respect for cross-cultural differences
- Excellent communication and organization skills with attention to detail
- Able to work independently and under pressure
- 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
- A car and valid driver's license
- Any weekday between 9-5 preferred

Internship Deadlines: Spring Dec 15, Summer Apr 15, Fall Jul 15.

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



New Roots Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF NEW ROOTS INTERN WORK: The New Roots intern reports directly to the New Roots Program Coordinator and supports efforts under IRC's New Roots program. New Roots focuses on bringing refugees together to build connections with their new homes through nutrition, healthy lifestyles, and community gardening. The New Roots program in Atlanta is currently developing a school garden at Clarkston High School, including a Youth Food Justice summer camp and internship program. New Roots is also expanding its urban and community gardening program, which includes an active community garden at North Dekalb Mall.

RESPONSIBILITIES:

- Assist with educational programs and workshops at Clarkston High School garden and perform outdoor maintenance as needed
- Support preparation and implementation of an 8-week youth summer camp in June and July
- Assist New Roots Program Coordinator with outreach, press releases, articles, and events related to Clarkston High School garden
- Work with faculty and students at Clarkston High School to create and promote a school Garden Club in Spring 2015

REQUIREMENTS:

- Strong interest in working with international clients
- Proven ability to work with consideration and respect for cross-cultural differences
- Excellent communication and project management skills
- Ability to work independently and take initiative
- Interest or experience in working with high-school-aged youth
- Some knowledge and experience in vegetable growing and ability to lift up to 50 pounds.

HOURS:

- Interns must be able to work at least 15 hours a week
- Internship is from February to August
- Some weekend and/or evening hours in addition to regular business hours will be required

For more information or to apply, please contact Hayat Nawd, Volunteer & External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



New Roots Volunteer

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF NEW ROOTS VOLUNTEER WORK: The New Roots volunteer reports directly to the New Roots Program Coordinator and supports efforts under IRC's New Roots program. New Roots focuses on bringing refugees together to build connections with their new homes through nutrition, healthy lifestyles, and community gardening. The New Roots program in Atlanta is currently developing a school garden program at Clarkston High School and expanding its urban and community gardening program, which includes an active community garden at North Dekalb Mall. New Roots will also expand its educational and material support around food and nutrition in the coming year.

RESPONSIBILITIES:

- Assist with educational programs, workshops, and events at Clarkston High School and North DeKalb Mall Community Garden
- Perform routine garden maintenance at two garden sites
- Arrange and promote garden work days with volunteers, community members, and parents.

REQUIREMENTS:

- Strong interest in working with international clients
- Proven ability to work with consideration and respect for cross-cultural differences
- Experience with vegetable gardening and plant maintenance, and ability to lift up to 40 pounds
- The ideal candidate will have some experience in youth education, public outreach, or community organizing
- Some weekend and/or evening hours will be requested

For more information or to apply, please contact Hayat Nawd, Volunteer & External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



New Roots Volunteer

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF NEW ROOTS VOLUNTEER WORK: The New Roots volunteer reports directly to the New Roots Program Coordinator and supports efforts under IRC's New Roots program. New Roots focuses on bringing refugees together to build connections with their new homes through nutrition, healthy lifestyles, and community gardening. The New Roots program in Atlanta is currently developing a school garden program at Clarkston High School and expanding its urban and community gardening program, which includes an active community garden at North Dekalb Mall. New Roots will also expand its educational and material support around food and nutrition in the coming year.

RESPONSIBILITIES:

- Assist with educational programs, workshops, and events at Clarkston High School and North DeKalb Mall Community Garden
- Perform routine garden maintenance at two garden sites
- Arrange and promote garden work days with volunteers, community members, and parents.

REQUIREMENTS:

- Strong interest in working with international clients
- Proven ability to work with consideration and respect for cross-cultural differences
- Experience with vegetable gardening and plant maintenance, and ability to lift up to 40 pounds
- The ideal candidate will have some experience in youth education, public outreach, or community organizing
- Some weekend and/or evening hours will be requested

For more information or to apply, please contact Hayat Nawd, Volunteer & External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Public Relations Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF PUBLIC RELATIONS INTERN WORK: This position is intended to provide a qualified Intern with opportunities to learn through experience about collaboration, and communication. In this role the Intern will report directly to IRC's Volunteers and External Relations Coordinator. Represent IRC at internship and volunteer fairs, collect data, conduct research and develop promotional material aimed at promoting refugee resettlement in Georgia. The Public Relations Intern will also play a key role in IRC Atlanta's communication activities.

RESPONSIBILITIES:

- Provide data collection and research including tracking all forms of media coverage, events, and issues.
- Attending internship and volunteer fairs.
- Draft written materials for internal and external communications.
- Draft newsletters and press releases.
- Develop and maintain social media presence strategy.
- Communicate with key stakeholders to publicly promote refugee services in Georgia.
- Other communication activity tasks as assigned.
- Work in partnership with Coalition for Refugee Service Agencies CRSA members and interns.

REQUIREMENTS:

- Excellent oral and written communication skills
- Experience with social media is a must
- Ability to multi-task and be flexible
- Knowledge of Microsoft Office
- Interest in communication, public relations and/or advocacy
- Interest in international issues
- Discretion, diplomacy and good team player.
- Dedication to the mission of IRC and the future of refugee services in Georgia.
- Fluent spoken and written English.
- Ability to take initiative and work independently.
- Must possess a high standard of professionalism, propriety and strong attention to detail
- Comfortable working in a multi-cultural environment; international experience and knowledge of refugee issues a plus.
- Enthusiasm and positive attitude.
- Preferred candidates will be currently enrolled in or recently graduated from an accredited curriculum of study in Public Relations, Communications, Social Science or related field.

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Resettlement Services Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF RESETTLEMENT SERVICES INTERN WORK: The Resettlement Services Program is the first point of contact for newly arrived refugees and offers support, guidance and counseling through all stages of resettlement. Case managers provide initial services to orient refugees to life in the U.S., including (but not limited to) securing housing, addressing medical concerns, registering children in school, applying for Social Security and Georgia ID cards, and linking refugees to our internal and mainstream services. Case managers also offer counseling in home-budgeting, crisis intervention, family counseling and other areas of social adjustment. Employment is an essential element in helping refugees become economically self-sufficient. Job Developers work closely with Case Managers as part of the Resettlement Services team to support all aspects of clients' employment. This position requires a minimum of 15 hours a week for a total of at least 120 hours.

RESPONSIBILITIES: The Resettlement services intern will assist case managers with the following tasks:

- MARTA orientation (to IRC, health clinic, job, shopping centers)
- Activation of EBT cards for food stamps
- Follow-up with DFCS on public assistance issues
- Obtaining Georgia IDs for newly arrived refugees
- Assisting clients with doctor's appointments and researching appropriate medical providers for refugees and/or low-income families
- Registering refugee children for school
- Securing housing and furniture for newly arrived refugee families
- Assisting staff and clients with grocery shopping
- Researching potential employers and job possibilities for IRC clients
- Assisting clients with writing resumes and preparing for job interviews
- Taking clients for job interviews and employment orientations, and helping them complete job applications
- Providing general administrative support

REQUIREMENTS:

- Excellent communication and writing skills
- Organized with attention to detail
- Able to work independently and under pressure
- An interest in international and refugee issues
- 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
- A car/driver's license is beneficial

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Vocational English Education Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF VOCATIONAL ENGLISH EDUCATION INTERN WORK: The Vocational English Education Intern assists clients to develop valuable job skills for newly arrived clients hoping to gain rapid self-sufficiency. Instruction is focused on developing vocabulary and confidence for working in America, particularly skills involved in finding and applying for jobs, job interviewing, and the skills involved in keeping a job. Throughout the instruction there is an importance put upon the comprehension of the important cultural aspects present in all of these areas.

RESPONSIBILITIES:

- Assisting the instructor in daily classroom activities including one-on-one tutoring, leading small groups, and teaching specific components of the curriculum.
- Assist with resume building and individual interview practice.
- Support program activities by researching new curriculum content, developing and preparing educational materials as requested by instructor.
- Supervise appropriate use of the computer lab environment, making sure clients are engaged in learning
- Assist with record-keeping, data entry, and file maintenance to support program administration.

LEARNING OBJECTIVES:

- Demonstrate the ability to work in a multi-level, multi-language, and culturally diverse ESL classroom environment.
- Support newly arrived refugee clients to develop vocational and English literacy skills.
- Create curriculum, activities, and projects that are appropriate for a multi-level ESL classroom.
- Demonstrate an understanding of various models of ESL instruction.

REQUIREMENTS:

- Excellent written and oral communication skills in English and organization skills.
- Strong interest in working with international clients.
- Proven ability to work with consideration and respect for cross-cultural differences.
- International experience and previous teaching experience a plus.
- Ability to take initiative and work independently.
- Enthusiasm for helping people learn.
- **Vocational English classes are held Monday through Friday, between 12:00pm and 2:00 pm, with lesson planning and administrative work before and afterwards. Interns must be able to commit at least 15 hours per week.**

Internship Deadlines: Spring Dec 15, Summer Apr 15, Fall Jul 15.

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Volunteer Coordination Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF VOLUNTEER EXTERNAL RELATIONS COORDINATION WORK: intern works with the Volunteer and External Relations Coordinator in the resource development department to establish strong, mutually beneficial connections between the community and the IRC Atlanta office in order to garner monetary, in-kind and volunteer resources for refugee clients.

This position requires a minimum of 15 hours a week for at least three months.

RESPONSIBILITIES:

- Assist with outreach and recruitment efforts to community groups, students, and other organizations.
- Recruit, screen, orient, train and match volunteers and interns with appropriate service opportunities.
- Assist in updating volunteers and interns resources information.
- Assist with activities related to volunteer recruitment, training, and retention including matching mentors with client families, matching citizenship tutor volunteers with clients and coordinating events such as volunteer appreciation and Thanksgiving Feast.
- Assist in research, planning and marketing.
- Perform other duties as directed.

LEARNING OUTCOMES:

- Learn to manage a successful Volunteer and Internship Program.
- Learn how to plan and manage social media and other communications.
- Gain an understanding of how international resettlement agencies operate.

REQUIREMENTS:

- An interest in international and refugee issues
- Effective communication and writing skills
- Strong attention to detail
- Excellent organizational skills
- Creativity and initiative to follow through on projects
- A strong desire to help people and enthusiasm to work in a multi-cultural setting
- Prior experience in a non-profit setting a plus

For more information or to apply, please contact Hayat Nawd, Volunteer Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Women's Health and Wellness Program Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF WORK:

The provision of healthcare is an essential component in the resettlement process. The intern's main responsibilities would fall under the tasks of: partnership building and coordination, including creation of a referral network, research on gender based issues around women's health for newly arrived refugees in Georgia, research and development of related educational materials, and direct service support.

RESPONSIBILITIES:

- Assist staff with planning; maintain database, recruitment and delivery of Women's Health Educational Workshops.
- Provide logistical support occasionally on Saturdays for Educational Workshops, including supervising childcare volunteers, ensuring that all participants sign in and complete appropriate paperwork.
- Assist with data collection and reporting for all of Women's Health program activities.
- Propose and develop other support services that serve the program goals, client's needs and learning objectives.
- Conduct an assessment of existing resources available to the refugee community around reproductive health, family planning services, men's involvement, and other issues.
- Develop working partnerships with social services organizations, other nonprofit health organizations, and community groups.
- Research and develop education materials using best practices in public health around behavior change and other relevant models.
- Research and attend a wide variety of out-of-office educational forums hosted by other organizations related to Women's Health and Wellness.
- Upon extensive training, meet with clients directly to provide skill building support and service documentation.

REQUIREMENTS:

- Prefer MPH, medical, or social services student with interest and experience in Women's Health needs
- Excellent communication and writing skills
- Experience with developing health educational materials
- Able to work independently and under pressure with multiple tasks and competing deadlines
- An interest in international and refugee issues
- 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 Microsoft office and visual learning content creation
- A car, valid driver's license, and ability to transport clients
- 20 hours per week time commitment with some weekend availability

For more information or to apply, please contact Hayat Nawd, Volunteer Coordinator, at VolunteerAtl@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta



Youth Futures Program Intern

BACKGROUND: 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 22 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 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF NEW YOUTH FUTURES PROGRAM INTERN WORK: The IRC's Youth Futures Program addresses specific social and academic needs surrounding refugee and asylee youth through an after-school program, summer camp, and student internships. Focused on academics, the after-school program helps students with their homework and school projects every school day. During summer break, the youth program offers an internship program, which introduces youth to the American workplace and helps them discover more about their own goals, and a summer camp, which provides cultural, learning, social, and specific skill-building opportunities.

This position requires a minimum of 15 hours a week for at least three months. The hours for this position are between 3:00 and 6:00pm during the school year and between 11:00am and 6:00pm during the summer.

RESPONSIBILITIES:

- Assist high school refugee youth with homework
- Assist staff youth counselors with program logistics
- Compile and update secondary and post-secondary resources and contacts
- Assist youth with writing resumes and searching for part-time/summer jobs
- Maintain relationships with DeKalb County Schools
- Plan and prepare for Youth Futures events, especially Spring Break and Summer Program activities
- Build mentoring relationships with youth
- Provide other program and general administrative support as needed, such as documentation and file maintenance

REQUIREMENTS:

- 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
- A valid driver's license and reliable vehicle is beneficial

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta