

Employment Program Assistant Internship

Description:

The International Rescue Committee of Baltimore is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with legally admitted refugees to assist them in rebuilding lives and reuniting families in the greater Baltimore area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including basic necessities, education, employment, social services and advocacy.

Employment is an essential element in helping refugees become economically self-sufficient. The Employment Coordinator works closely with Case Managers as part of the Resettlement Services team to support all aspects of clients' employment.

ESSENTIAL RESPONSIBILITIES:

The Employment Services Intern will assist the Employment Coordinator with the following tasks:

- Developing handouts/materials regarding career advancement and educational opportunities
- Researching potential employers, job training programs and job possibilities for IRC clients
- Assisting clients with filling out job applications, resume development, job search techniques, basic computer training, job-related English language training and mock interviews
- Taking clients for job interviews and employment orientations, and helping them complete job applications
- Assist Employment Coordinator with organization of client's files
- Teach clients how to use public transportation
- Assist with developing employment workshops, i.e. career advancement, education/training
- Assisting Employment Coordinator with Match Grant Program forms
- Assist with in-take and development of Resettlement and Job Search plans
- Assist with procurement of donations and delivery to client
- Communication with client "anchors" in securing in-kind donation forms and other related projects as needed.

QUALIFICATIONS:

- Excellent communication and writing skills
- Sociable, outgoing
- Organized with attention to detail
- Able to work independently
- An interest in international and refugee issues
- Creativity and initiative to follow through on projects
- Self-starter and self-motivated
- Strong desire to help people and enthusiasm for working in a multi-cultural setting
- Some knowledge of the following languages a plus: Burmese, Chin, Karin, Swahili, Farsi, Russian, Turkish

The internship start and end dates are somewhat flexible.

Time Commitment: Fall and Spring interns are required to work at least 10-15 hours per week during business hours, (Mon-Fri 9am-5pm), for a minimum of 12 weeks in the Fall and Spring. Summer interns are required to work at least 25 hours per week, Monday through Friday, for the entire summer.

Application instructions: To apply, please e-mail your resume and a cover letter to Jessica Li at jessica.li@theIRC.org.