

LOGISTICS INTERN

SCOPE OF INTERNSHIP:

An intern is needed to assist the Logistics Coordinator at the IRC Baltimore Regional Office. The intern will prepare for the arrival of new refugees and report to the Logistics Coordinator in the Case Management Department.

ESSENTIAL POSITION FUNCTIONS:

- Preparing for refugees' arrival in the U.S.
- Preparing apartments physically for arrival (including shopping for household necessities, aiding Logistics Coordinator in arranging apartment)
- Mediating between landlords and refugees/asylees
- Conduct occasional visits to refugees' homes
- Arrange store/donor delivery
- Research on in-kind donations
- Assist in the organization and long term projects for the advancement of the Case Management Department
- Other related duties as assigned

REQUIREMENTS:

- Energetic, empathetic, organized and ready to do a variety of jobs
- Creative and willing to assist with long-term projects
- Willing to adhere to IRC volunteer and workplace policies
- Ability to communicate clearly and effectively in English

Time Commitment: 8-10 hours a week during business hours (Mondays – Fridays, 9:00am-5:00pm)

Reports to: Logistics Coordinator
Position: Unpaid Internship
Updated: August 14, 2008

To apply, please send your resume and a cover letter to Jessica Li, Community Outreach Coordinator:
jessica.li@theirc.org.