International Rescue Committee
U.S. Programs in Baltimore

Fall Internships 2009
IRC Baltimore is recruiting interns for the following positions:

- Logistics Intern
- Emergency Preparedness Intern
- Immigration Intern
- Operations Intern
- Research Assistant Intern
- Advocacy and Outreach Intern
- Reproductive Health Intern
- Case Management Intern
- Employment Program Intern
- Professional Pathways Intern
- Health Promotion and Communication Intern

To apply, please submit a cover letter (indicating which position you are interested in) and your resume to:

Jessica Li  
Advocacy & Outreach Coordinator  
International Rescue Committee, Baltimore Regional Office  
jessica.li@thelRC.org

No calls, please.
LOGISTICS INTERN

This is an unpaid internship.

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: 10-15 hours a week during business hours (Mondays – Fridays, 9:00am-5:00pm)

Reports to: Logistics Coordinator
Position: Unpaid Internship
Updated: November 6, 2009

To apply, please send your resume and a cover letter to Jessica Li, Advocacy & Outreach Coordinator: jessica.li@theirc.org.
EMERGENCY PREPAREDNESS AND RESPONSE INTERN

This is an unpaid internship.

SCOPE OF INTERNSHIP:
The primary duty of the Emergency Preparedness and Response (EPR) Intern is to provide technical and administrative assistance with the research, design, and implementation of emergency response and preparedness procedures for the International Rescue Committee in Maryland-- offices located in the Baltimore Resettlement Center (BRC) and Silver Spring Suburban Washington Resettlement Center (SWRC).

ESSENTIAL POSITION FUNCTIONS:
- Review existing emergency preparedness guidelines, models, practices and lessons learned from several sources, including recommendations for EPR for refugee families and appropriate list of items for emergency kit
- Liaison with counterparts within IRC’s national resettlement system as well as local partners to share information on models and tools related to EPR
- Identify essential personnel and define key roles for emergency response including development of structural mapping of key partnerships and communications protocols
- Collect and document essential information that will provide quick, procedural guidance to all employees and partner agencies
- Coordinate responsibilities/communication with all partner agencies within the BRC/SWRC and the local and state health departments, fire departments, police and emergency response agencies to ensure personal safety and sustained operations through and after a disruption to normal business operations
- Design disaster preparedness exercises -- including tabletop simulations (employees talk through their responses) and full-action drills (employees carry out their responses) -- for natural (i.e. hurricanes, floods, earthquakes), pandemic, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disaster situations (based on previously completed risk assessment/analysis)

REQUIREMENTS:
- Undergraduate or graduate student in a related field (e.g., emergency and or disaster preparedness, life safety, security, emergency management, public health, homeland security, etc.,).
- Demonstrated interest and experience in public health and vulnerable populations, especially displaced/immigrant/refugee populations
- Effective interpersonal, organizational, and writing skills -- a high degree of self-direction and administrative skill to coordinate activities within and between the two IRC offices and the surrounding public and private entities (health department, social service agencies) that will serve as resources or give direction during emergencies.
- Interest and flexibility in working in a fast-paced, multi-cultural setting

Time Commitment: 10-15 hours a week during business hours (Mondays – Fridays, 9:00am-5:00pm)

Reports to: Public Health Advocate
Position: Unpaid Internship
Updated: November 6, 2009

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

This is an unpaid internship.

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.

PURPOSE: The Immigration Intern will work closely with the IRC’s Immigration Program Specialist. The IRC’s Immigration Program provides low-cost immigration services, including filing applications for adjustment of status (i.e. green cards), naturalization, and family reunification for refugees, asylees and immigrants. Benefits of working with the Immigration Program includes learning about refugees and new cultures, working in a diverse and multi-cultural environment, experience working at an internationally recognized non-profit organization and a first-hand look at the basics of immigration processes and procedures.

ESSENTIAL POSITION FUNCTIONS:
- Identify immigrant communities and locales for advocacy
- Tracking, filing and mailing relevant documents, applications and notices of action; maintain immigration databases
- Ensure that translation services for immigration processes and procedures are provided in a language that is accessible to clients during intakes and application completions
- Other tasks and related duties as assigned

REQUIREMENTS:
- JD candidate/law student HIGHLY preferred; may consider college or graduate student in other disciplines
- Prior experience in immigration a plus
- Ability to research immigration information on the USCIS website
- Highly motivated, organized and professional individual
- Strong interpersonal and communication skills
- Ability to work well with a culturally diverse staff and immigration population, willingness to learn about cross-cultural communication and ethnic backgrounds of refugees
- Willing to learn about IRC history, philosophy, global work, and local efforts
- Strong computer skills required
- Ability to communicate clearly and effectively in English, some knowledge of the following languages a plus but not required: Burmese, Chin, Swahili, Farsi, Arabic, Amharic

TIME COMMITMENT:

Part-time or full-time internship available.
- Fall and Spring interns are required to work at least 10-15 hours per week, Monday through Friday, 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.

Reports to: Immigration Program Specialist
Position: Unpaid Internship
Updated: October 15, 2009

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

This is an unpaid internship.

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.

SCOPE OF INTERNSHIP:
The International Rescue Committee (IRC)'s Baltimore Regional Office is in the Baltimore Resettlement Center (BRC). IRC works in partnership with the Baltimore City Department of Social Services (DSS), Lutheran Social Services (LSS), Baltimore Medical Systems, Jewish Community Services (JCS- offsite) and Baltimore City Community College. The BRC is a unique model of refugee resettlement, providing a one-stop center for refugees to access services at one location. The administrative department of the IRC is responsible for overseeing the daily operations of the office, the Resettlement Shop and serves as the pivotal function that keeps the office running well.

INTERN’S ESSENTIAL RESPONSIBILITIES:
• Assist with staffing the reception desk; connecting refugees and asylees to services in the BRC
• Assist in the management of the Resettlement Shop; help refugees and asylees find specific items in the Shop; record items into Shop database
• Set up and coordinate future trainings for BRC staff
• Facilitate relationships with local businesses and set up donation schedules for the BRC
• Create systems for better operations of the office
• Administrative tasks as needed and other related duties as assigned

REQUIREMENTS:
• Reliable and flexible
• Excellent communication skills, both verbal and written
• Well organized; high attention to detail, especially the smallest details!
• Calm, friendly and extremely professional demeanor
• Strong interest in international and refugee issues, willingness to learn about cross-cultural communication and ethnic backgrounds of clients
• Enthusiasm about working in a multicultural setting
• Self direction and initiative to take the lead on projects when needed, and to follow through to completion
• Sensitivity, patience and a sense of humor
• Successful background in administrative work
• Ability to prioritize and balance multiple tasks simultaneously in a chaotic and fast paced environment
• Desire to work in the non-profit field

TIME COMMITMENT:
• Fall and Spring interns are required to work at least 10-15 hours per week, Monday through Friday, 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.

Reports to: Administrative Manager
Position: Unpaid Internship
Updated: November 6, 2009

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

This is an unpaid internship.

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.

ESSENTIAL POSITION FUNCTIONS:
- Conduct research on a variety of international refugee issues and human rights topics
- Assist with designing and preparing for presentations
- Assemble relevant material including reports, interviews, government data, press articles and other related documents
- Write summary reports and talking points for the Executive Director
- Administrative tasks as needed and other related duties as assigned

REQUIREMENTS:
- Strong research, writing and communication (written and verbal) skills necessary
- Strong computer skills highly preferred (must be proficient in Microsoft Word, Excel and Power Point and be familiar with research databases)
- Ability to work independently and with minimal supervision
- Background and understanding of international human rights issues and refugee issues is highly preferred
- Willing to learn about IRC history, philosophy, global work, and local efforts
- Willing to learn about cross-cultural communication and ethnic backgrounds of clients
- Ability to communicate clearly and effectively in English

TIME COMMITMENT:
- Fall and Spring interns are required to work at least 10-15 hours per week, Monday through Friday, 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.

Reports to: Executive Director
Position: Unpaid Internship
Updated: October 31, 2009

To apply, please send your resume, a cover letter and a short writing sample (3-5 pages) to Jessica Li, Advocacy & Outreach Coordinator: jessica.li@theirc.org.
ADVOCACY AND OUTREACH INTERN

This is an unpaid internship.

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.

PURPOSE: The Advocacy and Outreach Intern will assist the Advocacy and Outreach Coordinator in planning events; soliciting, collecting, managing, and tracking donations and assisting with advocacy for refugees and public education about refugees and IRC.

ESSENTIAL POSITION FUNCTIONS:
- Assist in the planning, advertisement, coordination, and staffing of public education, outreach, fundraising and other special events
- Research relevant refugee issues
- Assist with the Refugee Stories Project which includes interviewing refugees
- Compile background information on refugees and asylees; collect referral forms from case managers
- Identify possible donations and facilitate delivery or pick-up of donations
- Assist in the management of the Resettlement Shop; help refugees and asylees find specific items in the Shop; record items into Shop database
- Support the Match Grant program by collecting timesheets and entering valuation of items
- Assist with mentor matches, as needed
- Administrative tasks as needed and other related duties as assigned

REQUIREMENTS:
- Reliable and flexible; ability to work 1-2 nights/weekends a month (if necessary)
- Willing to learn about IRC history, philosophy, global work, and local efforts
- Willing to learn about cross-cultural communication and ethnic backgrounds of clients
- Strong research, writing and communication skills necessary
- Strong computer skills preferred
- Willing to adhere to IRC volunteer and workplace policies
- Ability to set a regular internship schedule (during regular office hours, Mon-Fri 9am-5pm)
- Ability to communicate clearly and effectively in English

TIME COMMITMENT:
- Fall and Spring interns are required to work at least 10-15 hours per week, Monday through Friday, 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.

Reports to: Advocacy & Outreach Coordinator
Position: Unpaid Internship
Updated: July 12, 2009

To apply, please send your resume and a cover letter to Jessica Li, Advocacy & Outreach Coordinator: jessica.li@theirc.org.
REPRODUCTIVE HEALTH INTERN

This is an unpaid internship.

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.

PURPOSE: Health is a basic right for all refugees and health care is an essential component in the resettlement process in the United States. Health impinges on work, school, acculturation and family life. Specific refugee and asylee populations often have prevalent health conditions and concerns which can better be addressed through preventative health measures. The Reproductive Health Intern will play the vital role of supporting the Public Health Advocate in providing information and access to information on family planning prenatal/postpartum care, women’s wellness (preventative care) and newborn care.

ESSENTIAL RESPONSIBILITIES:

- Planning, implementing and evaluating health promotion workshops (i.e. family planning, prenatal/postpartum care, women’s wellness and newborn care)
- Creating and maintaining a database of reproductive health resources, services and materials
- Developing culturally-appropriate reproductive health education materials
- Assisting the Public Health Advocate with providing perinatal case management and support services

QUALIFICATIONS:

- Experience in public health, health education, communications, behavioral or social sciences, or related field
- Excellent communication and writing skills
- Organized with attention to detail
- Able to work independently and under pressure in a fast-paced environment
- 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
- Willingness to transport clients to/from health-related appointments/events

TIME COMMITMENT: 10-20 hours per week, during business hours, Mondays through Fridays, between 10:00am-5:00pm

Reports to: Public Health Advocate
Position: Unpaid Internship
Updated: July 12, 2009

To apply, please send your resume and a cover letter to Jessica Li, Advocacy & Outreach Coordinator at jessica.li@theIRC.org.
CASE MANAGEMENT INTERN

This is an unpaid internship.

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.

PURPOSE: This year, the IRC Baltimore Regional Office will be resettling Burmese, Bhutanese and Iraqi refugees. The Resettlement Services Program is the first point of contact for newly arrived refugees and offers support, guidance and counseling throughout all stages of resettlement. The Case Management Team provides 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 Maryland 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.

ESSENTIAL RESPONSIBILITIES:

The Case Management Intern will assist the Case Managers and refugees with the following tasks:

- MTA orientation (to IRC, health clinic, job, shopping centers)
- Activation of EBT cards for food stamps
- Follow-up with DFCS on public assistance issues
- Obtaining Maryland IDs for newly arrived refugees
- Assisting refugees 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
- Providing general administrative support

QUALIFICATIONS:

- Reliable and flexible
- Excellent communication and writing skills
- Organized with attention to detail
- Able to work independently and under pressure in a fast-paced environment
- 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 necessary

TIME COMMITMENT:

- Fall and Spring interns are required to work at least 10-15 hours per week, Monday through Friday, 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.

Reports to: Case Manager
Position: Unpaid Internship
Updated: July 12, 2009

To apply, please send your resume and a cover letter to Jessica Li, Advocacy and Outreach Coordinator: jessica.li@theirc.org.
EMPLOYMENT PROGRAM ASSISTANT INTERN

This is an unpaid internship.

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.

PURPOSE: 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:
• Assist clients with filling out job applications, resume development, job search techniques and assist with conducting pre-employment trainings
• Accompany clients to job interviews, employment orientations and assist with the completion of new hire paperwork
• Take clients for job interviews and employment orientations, and helping with the completion of new hire paperwork
• Teach clients how to use public transportation to get to their new job and home
• Research potential employers as well as initiate and maintain relationships with new employers
• Research job training programs and job possibilities for IRC clients
  • Assist Employment Coordinator with organization of client’s files
  • Assist with developing employment workshops, i.e. career advancement, Professional Pathways program
• Other duties as determined by the Employment Coordinator and Employment Assistant Intern

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 {but not required}: Burmese, Chin, Karin, Swahili, Farsi, Russian, Turkish

Reports to: Employment Coordinator
Position: Unpaid Internship
Updated: July 12, 2009

To apply, please send your resume and a cover letter to Jessica Li, Advocacy & Outreach Coordinator at jessica.li@theIRC.org.
PROFESSIONAL PATHWAYS ASSISTANT INTERN

This is an unpaid internship.

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.

SCOPE OF INTERNSHIP: 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.

Professional Pathways is a partnership program at the International Rescue Committee. Monthly workshops are hosted to provide foreign trained professional refugees with the opportunity to enhance their skills through resume and cover letter building as well as education about networking and an overview of careers paths in the United States.

ESSENTIAL POSITION FUNCTIONS:
The Professional Pathways Assistant Intern will assist the Employment Coordinator with the following tasks:

- Assist with developing employment workshops, i.e. career advancement, Professional Pathways program
- Assist clients with resume development, job search techniques and with conducting pre-employment trainings
- Research potential employers as well as initiate and maintain relationships with new employers
- Research job training programs and job possibilities for IRC clients

REQUIREMENTS:

- 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, Swahili, Tigrinya, Arabic, French

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. The internship start and end dates are somewhat flexible.

Reports to: Employment Coordinator
Position: Unpaid Internship
Updated: November 6, 2009

To apply, please e-mail your resume and a cover letter to Jessica Li at jessica.li@theIRC.org.
HEALTH PROMOTION AND COMMUNICATIONS INTERN

This is an unpaid internship.

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.

PURPOSE: Health is a basic right for all refugees and health care is an essential component in the resettlement process in the United States. Health impinges on work, school, acculturation and family life. Specific refugee and asylee populations often have prevalent health conditions and concerns which can better be addressed through preventative health measures. The Health Promotion Intern will play the vital role of supporting the Public Health Advocate in planning, implementing and evaluating consistent health education workshops for refugee and asylee clients.

ESSENTIAL RESPONSIBILITIES:

- Compile, organize, develop and/or adapt health education materials on pertinent health topics (i.e. nutrition, home hygiene, mental health, health care system, etc.)
- Review health education materials for relevance and cultural competency.
- Coordinate logistics of health education workshops (i.e. identify workshop site, prepare and distribute promotional materials, coordinate interpretation and transportation services, identify presenters/guest speakers, and recruit participants)
- Administer and record results of workshop evaluations in a database.

QUALIFICATIONS:

- Experience in public health, health education, communications, behavioral or social sciences, or related field
- Excellent communication and writing skills
- Organized with attention to detail
- Able to work independently and under pressure in a fast-paced environment
- 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
- Willingness to transport clients to/from health-related appointments/events

TIME COMMITMENT: 10-20 hours per week, during business hours, Mondays through Fridays, between 10:00am-5:00pm

Reports to: Public Health Advocate
Position: Unpaid Internship
Updated: July 12, 2009

To apply, please send your resume and a cover letter to Jessica Li, Advocacy & Outreach Coordinator at jessica.li@theIRC.org.