



INTERNSHIP PROGRAM 2009

Internship Descriptions New Jersey Resettlement Office

Background

Founded in 1933, the International Rescue Committee provides emergency relief, protection, rehabilitation assistance, resettlement services and advocacy for refugees and victims of oppression or violent conflict. Staff and volunteers provide shelter, medical and public health assistance, education, training, and income-generating programs for refugees in nearly 30 countries.

The IRC also helps refugees resettle in the United States. Staff members and volunteers believe that refugees' greatest resources are themselves, and we help our clients to translate their skills, interests, and past experiences into assets that are valuable in their new communities. To this end, we provide access to the tools of self-reliance: housing, food, and clothing, employment training and placement, education, community orientation, and immigration services, while helping refugees to articulate and realize their dreams.

IRC New Jersey Spring/Summer 2009 Internships

The following internships are available within the IRC New York Resettlement Office for Spring/Summer 2009:

- **Case Management**
- **Immigration**
- **Special Events and Resource Development**
- **Employment Services**
- **Adult Education**
- **Youth Programs**

To apply for Spring or Summer 2009 internship positions, please email Luisa.Guzman@theIRC.org with:

- Your updated resume/CV
- Cover letter
- The dates and hours per week you are available for the internship
- Please provide the title of the internship position for which you are applying in the subject line of your email.



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CASE MANAGEMENT INTERN

Scope of Work

The Case Management Intern will assist casework staff in providing services to newly arriving refugees. Interns must be willing to learn about IRC's worldwide and local operations, and learn about refugee clients and their cultures. Interns will work closely with newly arrived refugees, which will require them to be sensitive to the cultural and personality differences of clients and aware of the proper boundaries for interaction. The Case Management Intern will communicate regularly with IRC staff.

Essential Position Functions

- Assist casework staff with reception services to clients, including setting up apartments for new arrivals; assisting clients with application for Social Security and state identification cards; teaching clients how to cash checks and use public transportation; assisting clients with medical appointments, grocery shopping, and school; and preparing forms and paperwork.
- Maintain accurate record of all services provided. Support the implementation of client care plans by providing direct client support and advocacy as needed especially in securing affordable, long-term housing, accessing appropriate schools and child care situations, accessing the appropriate social services, etc.
- Maintain accurate record of all services provided.
- Work with service providers to support refugees/asylees in their transition to mainstream and specialized services (mental health, social services, community groups, job upgrade) through referral and program education.
- Display sensitivity to cultural and personality differences of refugee clients.
- Maintain proper boundaries with clients, and refer issues regarding employment, social services, and health care to appropriate staff members
- Adhere to IRC policies, particularly those related to confidentiality and client privacy.
- Other related duties as assigned.

Requirements

- Reliable and flexible.
- Ability to represent the IRC in public forums and meetings with local stakeholders
- Able to work both independently and as part of a multicultural team to ensure proactive, quality services to clients.
- Knowledge of the US Refugee Program is desirable.
- Willing to learn about IRC history, philosophy, global work, and local efforts.
- Willing to learn about cross-cultural communication and ethnic backgrounds of clients.
- Willing to adhere to IRC volunteer and workplace policies.
- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred (e.g. Karen, Burmese, Nepali, Hindi, Arabic, Mandarin, Cantonese, French, Spanish).



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IMMIGRATION INTERN

Scope of Work

The Immigration Intern will help provide legal services to clients seeking various forms of immigration assistance. Through the Immigration Program, the office serves refugees resettled by the IRC, as well as other immigrants. The Immigration Intern reports to the Program Manager.

Essential Position Functions

- Assist immigration staff in helping refugees, asylees, and other immigrants apply for adjustment of status (green cards), United States citizenship, family petitions and other immigration benefits;
- Conduct initial eligibility assessments of potential applicants;
- Assist with accurate completion and of application forms for clients;
- Notify clients via telephone or mailings about matters related to their applications;
- Assist clients with any additional necessary procedures, such as requests for evidence and follow-up advocacy;
- Help conduct outreach to refugees and other immigrants in need of assistance with immigration-related matters:
 - Assist with immigration and citizenship informational forums;
 - Conduct outreach mailings;
 - Help distribute flyers and pamphlets;
- Assist immigration team with tracking, filing, and mailing relevant documents, applications, and notices of action;
- Maintain up-to-date client data in online immigration data base;
- Other related duties as assigned by the Resettlement Director or Citizenship Initiative Program Manager.

- **Internship Requirements:**
 - Familiar with the mission of the IRC and willing to represent it appropriately;
 - Highly motivated, organized, and professional individual;
 - Strong interpersonal skills and the ability to communicate effectively with refugees, immigrants, and IRC staff;
 - Ability to work well with a culturally diverse staff;
 - Strong interest in immigration issues;
 - JD candidate/law student strongly preferred;
 - Fluency in Spanish, Hindi or Nepali strongly preferred.



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EMPLOYMENT SERVICES INTERN

Scope of Work

The employment services intern will assist in carrying out activities in accordance with requirements set by the Department of State, Department of Health and Human Services and the State of New Jersey – Bureau of Refugee and Immigrant Affairs. Employable refugees will receive services based on federal guidelines and direct job placement must occur as soon as possible after refugees arrive in the United States.

Essential Position Functions

- Assist in establishing contacts and building working relationships with area employers.
- Maintain employer relationships and assist in maintaining data base and job bank containing employer details.
- Assist in the placement of clients in jobs
- Attend local job fairs and respond to job advertisements posted by local businesses.
- Assist in planning and coordinating bi-weekly job readiness classes for refugees.
- Assist refugees with all aspects of job preparation, including completing job applications, preparing resumes for all adults, conducting mock job interviews, dressing for success and navigating public transportation system.
- Work with job developers to conduct direct job placement in coordination with refugee and employer.

Requirements

- Undergraduate Juniors and Seniors majoring in Social Sciences, Labor Studies, Social Work, or related majors
- Computer literate; ability to utilize the Refugee Resettlement System as primary source for all service-related documentation.
- Ability to work with multicultural caseload and ethnically diverse staff and serve as strong advocate for refugees.
- Strong communication skills and patience a must.
- Ability to represent the IRC in public forums and meetings with local employers.
- Accuracy in data entry skills, organization and good attention to detail.
- Knowledge of the US Refugee Program is desirable.
- Must have good time management skills and ability to maintain absolute deadlines.



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SPECIAL EVENTS AND RESOURCE DEVELOPMENT INTERN

Scope of Work

The SERD Intern will assist the NJ Resettlement Staff in procuring and acknowledging in-kind donations such as clothing and furniture, to help refugee clients get started in America. The Intern will also assist in volunteer recruitment, management, and acknowledgement. Additionally, he/she will coordinate the planning and implementation of events for refugee families, volunteers and donors. The Intern will be responsible for developing donor partnerships, researching venues, supervising a planning committee, advertising, press releases, soliciting food & gift donations, and other tasks.

Essential Position Functions

- Identify possible donations and facilitate delivery or pick-up of donations.
- Organize donations in the resettlement office; ensure equitable distribution of donations to clients.
- Maintain database of donor, volunteer and donations information.
- Assist with monthly reports for major grants.
- Communicate effectively in person and by telephone.
- Assist in grant research and writing.
- Develop donor partnerships.
- Research venues.
- Supervise a planning committee of volunteers.
- Solicit food donations.
- Coordinate gift drives with businesses, schools and organizations.
- Plan and prepare event activities.
- Document all activities for future events coordination.
- Administrative tasks as needed.
- Other related duties as assigned.

Requirements

- Current undergraduate or graduate student pursuing degree in social work, event planning, non-profit administration and management, business administration or a related field preferred.
- Reliable and flexible.
- Willing to learn about IRC history, philosophy, global work, and local efforts.
- Willing to learn about cross-cultural communication and ethnic backgrounds of clients.
- Experience with non-profits, event planning, or fundraising.
- Willing to adhere to IRC volunteer and workplace policies.
- Excellent research, written, and verbal communication skills.
- Detail oriented and self-directed.
- Familiarity with and willingness to do administrative tasks.



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ADULT EDUCATION INTERN

Scope of Work

Our Adult Education program offers English language and computer, financial and basic literacy instruction to newly arrived refugees. The Adult Education Intern will assist the NJ Resettlement Staff in the administration and coordination of the ESL and vocational training programs. The Intern may provide classroom support and organize group tutoring sessions.

Essential Position Functions

- Place interested refugee clients in adult education programs in the Northern New Jersey area. This may include consulting with refugee clients to determine need, researching options to meet those needs as well as arranging enrollment appointments for clients and/or accompanying clients to program offices for enrollment.
- Assist with outreach and recruitment for ESL and Adult Education classes.
- Plan and facilitate tutoring lessons for groups (2-5) of newly-arrived refugee clients.
- Implement interactive, learner-centered methodologies into instruction and select appropriate materials for a resettlement context.
- Help coordinate volunteer speakers and work with ESL instructor and ensure close documentation of attendance and progress.

Requirements

- Prior ESL teaching experience preferred.
- Comfort working with refugees from a variety of backgrounds, including those with limited formal education and/or literacy skills.
- Ability to adapt to changing situations; to be comfortable teaching in an open enrollment and multi-level environment.
- Confidence facilitating both large and small groups.
- Ability to work both independently and as part of a team.
- Ability to plan lessons independently.
- Ability to commit to four months of interning.
- Proficiency in Microsoft Office and web-based applications



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YOUTH PROGRAMS INTERN

Scope of Work

Our Youth Program offers English language assistance, tutoring, after-school activities, and summer programs newly arrived refugee children. The Youth Program Intern will assist the NJ Resettlement Staff in the administration and coordination of the ESL and after-school programs.

Essential Position Functions

- Place interested refugee children in ESL, tutoring, after school, and summer programs in the Northern New Jersey area. This may include consulting with refugee clients to determine need, researching options to meet those needs as well as arranging enrollment appointments for clients and/or accompanying clients to program offices for enrollment.
- Plan and facilitate tutoring lessons for groups (2-5) of newly-arrived refugee clients.
- Plan and implement daily and/or weekly activities for clients that integrate English skills, cultural education and assimilation for children of a variety of ages.
- Coordinate with staff, Special Events Intern, donors and volunteers to plan weekend and summer field trips.
- Help coordinate volunteer mentors and work with staff to ensure close documentation of attendance and progress.

Requirements

- Prior experience with children age 3 to 14.
- Comfort working with refugees from a variety of backgrounds, including those with limited formal education and/or literacy skills.
- Ability to adapt to changing situations; to be comfortable teaching in an open enrollment and multi-level environment.
- Confidence facilitating both large and small groups.
- Ability to work both independently and as part of a team.
- Ability to plan lessons independently.
- Ability to commit to four months of interning.
- Prior programming experience and evidence of open, creative mindset.

UPDATED: January 2009