



Employment Program Intern

Founded in 1933, the IRC is a leading nonsectarian, voluntary organization providing relief, protection and resettlement services for refugees and victims of oppression or violent conflict. Securing employment is a vital part of the resettlement process for refugees. Starting a job as soon as possible after their arrival in the U.S. is integral to helping refugees achieve early self-sufficiency. In an effort to assist them, the International Rescue Committee-Suburban Washington Resettlement Center (IRC-SWRC) employment staff cultivate contacts with local employers and work closely with refugees to teach them the skills necessary to find jobs. IRC-SWRC is seeking an Employment Program Intern to support the efforts of its employment staff by providing assistance to refugees during their job search and helping locate potential employers.

Responsibilities of an Employment Program Volunteer may include the following:

- Calling businesses to find out more about advertised job openings
- Researching potential employers and/or contacting them to discuss the benefits of hiring refugees
- Teaching refugees how to complete job applications
- Transporting refugees to interviews and drug screenings
- Teaching refugees where and how to search for jobs using classified ads and/or the Internet
- Performing mock interviews with refugees
- Helping refugees write resumes and cover letters
- Showing refugees how to use public transportation to get to work
- Providing translation and/or job shadowing for refugees for their first days at work
- Developing and/or updating job orientation materials and assisting with job orientation and counseling, as needed
- Other related duties as assigned

Hours: 10-20 per week. Hours are flexible but internships must take place during normal business hours, Monday through Friday between 9am and 5pm.

Location: Silver Spring, MD

Requirements:

- Reliable and flexible
- Strong computer skills
- Ability to conduct research through various information channels, including the Internet
- Ability to take initiative and work independently
- Must be comfortable working in a cross-cultural environment; international experience a plus

Skills: Language skills in Farsi, Kirundi, Swahili, Burmese, Thai, or Chin are especially helpful but not required.

For more information, please contact Chelsea Kinsman at chelsea.kinsman@theIRC.org, 301.562.8633, ext. 200.