



Office Assistant Internship

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. One aspect of the IRC is to provide assistance to refugees resettling in the United States. The IRC opened an office in Washington, DC in 1975 to provide reception and placement services to newly arrived refugees. The refugee resettlement office moved to the Suburban Washington Resettlement Center in Silver Spring MD in August, 2006. Currently, our primary clients are from Sierra Leone, Ethiopia, Eritrea, Liberia, Russia, Somalia, Sudan and Iran.

One unique aspect of the Silver Spring IRC office is its Asylee Program which first began in 2006 as a partnership between the Maryland Office for New Americans, Lutheran Social Services, the Department of Health and Human Services and the IRC. The program serves Asylees, Victims of trafficking and Parolees (Haitians and Cubans). Case Managers provide initial services (including cash and rental assistance) to help Asylees adjust to life in the US. These services include addressing medical concerns, registering/applying for Social Security cards and State IDs, and linking clients to our internal and mainstream services. As an Office Assistant Intern, you would be responsible for various administrative responsibilities pertinent to the overall office operations. This is a great way to get your foot in the door and learn about the refugee and asylee resettlement process!

Responsibilities:

- Assist the receptionist with greeting clients, notifying employees of their clients, and copying new asylees' immigration documents
- Manage the front desk during staff meetings and over the lunch hour
- Assist the Accountant Technician with paperwork, including weekly filing
- Act as a resource for clients needing information on food banks, places to get clothing, etc.

Qualifications:

- An interest in international affairs and resettlement issues
- Effective oral and written communication skills
- Reliability, with project follow-through
- Interest in working in a multi-cultural setting
- Fluency or proficiency in Amharic, Tigrinya, Burmese, Arabic, Spanish or French is highly desirable
- Pleasant personality
- Minimum 15-20 hour per week commitment for a period of three months

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

Note: This is an unpaid, part-time internship opportunity.