



Financial Education Internship

Position Logistics:

Location: [7291 W Franklin Rd, Boise, ID 83709](#)

Start Date: June 2020

Time Commitment: Three-month minimum

This position reports to: Toni Richardson, Supervisor, Employment and Economic Well-Being and Ellery Creighton, Financial Education Specialist

Where to apply: <https://rescueglobal.secure.force.com/volunteer/>

Please submit a resume and cover letter.

Important Note: This is an unpaid internship.

Background:

The IRC is an international non-profit that responds to the world's worst humanitarian crises, helping people survive and rebuild their lives, leading the way from harm to home. Since the Boise office opened in 2006, IRC Boise has resettled over 3,600 refugees and asylees, and provided aid to the broader Boise community.

Scope of work: The IRC in Boise's Employment & Economic Wellbeing Team provides early employment, job readiness training, financial education and career development services to ensure clients achieve self-sufficiency and economic independence. The Financial Education program, funded by a grant from Wells Fargo, assists clients in their navigation of the American financial system. The Financial Education Program provides 1:1 coaching sessions with initial and extended clients, financial classroom education, and access to auto loans through IRC's Center for Economic Opportunity. The Financial Education intern will assist the Financial Education Specialist with classroom instruction, along with day-to-day management of the program.

Essential Position Functions:

- Day-to-day management of Financial Education program. This includes client communication, classroom assessments, enrollments, file maintenance, data entry and budgeting.

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- Assisting clients in opening checking accounts, savings accounts and credit cards.
- Assisting clients in obtaining direct deposit information to be used by employer.
- Occasional instruction of Financial Education classes, occurs every Wednesday from 12:30pm-1:30pm
- Maintain strict client confidentiality.
- Other duties as assigned.

Requirements:

- Self-motivated; able to work independently
- Excellent communication and writing skills; including cross-cultural communicative skills
- Works well in a fast-paced environment and adapts quickly to change
- Confident in public speaking, or interest to develop these skills
- The ability to drive clients in personal vehicle (as allowed by your University/College program). Willing to use public transportation/bike as needed to teach clients how to get to banks, community partners, etc.
- Provide gender equitable services to promote gender parity in services and economic potential amongst clients.
- Availability to work outside of the typical 9am-5pm work day, as needed.
- Strong interest in refugee and asylee issues as well as in financial education
- Three-month minimum. Required 15+ hours/week. Wednesday, 12:30pm-2pm, mandatory attendance.

Preferred:

- Preference to current students and recent graduates.

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