



## **Initial Employment Internship**

### **Position Logistics:**

**Location:** Boise, Idaho IRC location [7291 W Franklin Rd, Boise, ID 83709](https://www.rescue.org/volunteer/apply-now-our-fall-2020-internship-openings)

**Start Date:** September 2020

**Time Commitment:** Three-month minimum

**This position reports to:** Rebecca Wilkey, Senior Economic Wellbeing Coordinator & Career Pathways Coordinator

**Where to apply:** <https://www.rescue.org/volunteer/apply-now-our-fall-2020-internship-openings>

### **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. The IRC in Boise is working to meet refugee and immigrant community needs during the COVID-19 global pandemic, particularly in the areas of employment services, digital access, and COVID-19 resource creation and distribution for students and families.

**Scope of Intern Work:** The IRC in Boise's Employment & Economic Wellbeing (E&EW) Team provides early employment, job readiness training, and career development services to ensure clients achieve self-sufficiency and economic independence. The E&EW team aims to help refugees achieve self-sufficiency through paid employment within their first 240 days of arrival in the U.S. The Initial Employment intern will assist the Employment & Economic Wellbeing Team provide assistance to newly arrived refugees in search of their first job in the U.S. The Initial Employment Intern will also provide some assistance to the Sr. Data & Program Quality Specialist in the management of the Wilson Fish Transitional Refugee Assistance (TRA) cash program.

### **Responsibilities:**

- Provide assistance to employable clients in securing their first job in the U.S. This includes, resume creation, job application and interview assistance, accompanying clients to interviews, employer/employee follow up, and documentation of self-sufficiency.
- Provide public transportation training to newly arrived clients, and those just employed.
- Assess supportive needs for each individual client. This includes need of child care assistance, special transportation consideration, and donation needs. Work with Case Work and Employment & Economic Wellbeing teams to trouble shoot barrier removal.
- Assist in the day-to-day management of the TRA cash assistance program, as needed, and directed by the Sr. Data & Program Quality Specialist. This includes assistance with assessment, enrollment, compliance, file maintenance, and budgeting.
- Assist in Job Readiness Training Class as needed.

- Provide gender equitable services to promote gender parity in services and economic potential amongst clients.
- Other duties as assigned.

### **Learning Objectives:**

- Intern will learn file maintenance and compliance procedures with federally funded grant program.
- Intern will learn to create effective professional and job level specific resumes and cover letters to benefit the intern's own professional development
- Intern will learn to communicate effectively with clients across cultures and with interpreters
- Intern will learn individual coaching techniques to engage and empower a vulnerable population
- Intern will learn effective outreach strategies for building strategic relationships
- Intern will learn about how to successfully and appropriately advocate for clients' rights and needs across partnerships and the labor market
- Intern will learn how to implement program safeguards to protect the vulnerable population, and to empower women

### **Qualifications**

- 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 and from their new jobs.
- Availability to work outside of the typical 9am-5pm work day, as needed.
- Strong interest in refugee and asylee issues as well as in workforce development
- Three-month minimum. Required 15+ hours/week. Preferred 35+ hours/week. Preference to current students and recent graduates. \*

### **This position is for the Fall 2019 semester requires a minimum commitment of 3 months.**

\*This is an unpaid internship. School credit may be received depending on your program and institution.

\*Candidates applying who are not currently enrolled in an undergraduate or graduate program, or are outside 12 months of their graduation will be processed as volunteers.

To protect our clients, the IRC requires all selected applicants to complete background checks. We ask that you make a \$40 donation to help us cover the associated costs. Currently, 92% of our funding goes directly to programming to support our clients, and your help to cover this cost will ensure that no funding is directed away from serving our clients. Instructions will be provided after you have been selected to intern or volunteer.