



**Job Title:** Job Readiness Training Intern

**Sector:** Employment & Economic Wellbeing

**Employment Category:** Intern

**Location:** USA-Boise, ID

**Start date:** June 2020

**Apply here:** <https://rescueglobal.secure.force.com/volunteer/>

**Please submit resume and cover letter.**

### **Job Description**

**Background:** Founded in 1933, the International Rescue Committee (IRC) is a leading non-sectarian, voluntary organization providing relief, protection, and resettlement services for refugees and victims of oppression or violent conflict. The Suburban Washington Refugee Center, where the IRC's Silver Spring resettlement office is located, has resettled more than 2,000 new refugee arrivals, providing them a fresh start and opportunities to use their greatest resources—their motivation, their skills and their experiences—to become independent and self-sufficient new Americans. Currently, the IRC Silver Spring resettles and/or provides assistance to over 700 refugees and asylees each year.

**Scope of work:** The Employment & Economic Wellbeing program assists refugees to become economically self-sufficient. The team provides early employment and career development services. The intern will work closely with the E & EW Supervisor, Job Readiness Training Instructors, and E & EW team promoting client self-sufficiency and encouraging clients to work towards obtaining their first jobs in the U.S. The intern will assist by developing training curricula, updating workshops to fit clients' interests, and teaching clients the skills on how to achieve their employment goals in a classroom setting.

### **Responsibilities:**

- Work directly with IRC Job Readiness Training (JRT) Class Instructors to develop and implement new Job Class curricula
- Assist teaching JRT, step in to teach in the instructor's absence
- Work with employment specialists to develop classroom material, recruiting guest speakers, and help with organizing the services directed to clients
- Case note and report on student attendance and class topics
- Provide direct services to refugee clients including creating resumes, cover letters, and job applications as needed
- Provide group and individual orientation to Employment Services

- Accompany clients to job preparation activities and interviews, coaching clients so they can attend these events independently in the future, as needed
- Advocate for clients' rights in the labor market by providing references for clients and meeting with employers to educate them about the benefits of hiring IRC clients
- Other duties as identified by the Supervisor of Employment and Economic Wellbeing

#### **Learning Objectives:**

- 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 how to cater curricula to fit funder guidelines while being innovative
- 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 how to adapt training curriculum to clients' needs and how to teach necessary life skills and professional development in a group setting
- 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
- Experience in development of training curricula
- Excellent communication and writing skills; including cross-cultural communicative skills; proficient in PowerPoint
- Works well in a fast-paced environment and adapts quickly to change
- Confident in public speaking, or interest to develop these skills
- Strong interest in refugee and asylee issues as well as in workforce development
- Three-month minimum. Required 15+ hours/week. Preferred 35+ hours/week. Wednesdays, 11:00am-12:30pm mandatory attendance
- Preference to current students and recent graduates. \*

#### **This position 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.