



## Intern Job Description

**TITLE:** Connect2Work EAST Youth Intern

**LOCATION:** El Cajon

**START DATE:** Oct. 1

**DURATION:** 6 months

**BACKGROUND:** The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 28 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. Domestically, our 28 offices across the U.S. ensure new arrivals have food, shelter, and clothing, and work with refugees to help them gain self-sufficiency.

**SCOPE OF Transitional Employment Youth Intern WORK:** The intern will oversee the process of creating resumes, applying for jobs, applying to college for clients who are in need of these services. The intern will need to be able to understand and develop a sense of professionalism alongside the student as a means to aid in the transition of the client.

**RESPONSIBILITIES:** Assist in leading job and resume workshops, Helps develop job search skills; Assists in completing online job applications; Provides support with Mock Interview days and Work Readiness Training. Encourage youth with good habits of professionalism, budgeting and banking. Assist Case Manager in administrative tasks as necessary.

### LEARNING OBJECTIVES:

1. Student will learn how to effectively manage educational programs across a wide network.
2. Student will gain experience in teaching professional and job readiness skills to English language learners.
3. Student will develop understanding of the basic day-to-day work of intensive case management.

### REQUIREMENTS:

The requirements should include:

- Minimum High School Diploma or Equivalent
- Must have driver's license and reliable transportation
- Experience working with refugees or English Language Learners ages (16-24)
- Flexible schedule, 2 to 3 days commitment, approximately 8 to 10 hrs. per week.
- Experience working in a diverse, multi-cultural setting.
- Language requirement: Fluency in Arabic or Farsi.

**This position reports to the Noor Kadhim and Juin Liu.**

IRC leading the way **From Harm To Home.**