



Position Description

TITLE: Economic Empowerment Intern

LOCATION: San Diego

START DATE: October 1, 2017

DURATION: 3-4 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 WORK: The IRC in San Diego's Asset Building Department provides financial education, counseling, lending, and tax preparation support to refugees and low-income community members. The Economic Empowerment Intern will provide both administrative and direct service support to the Financial Literacy team in helping clients achieve self-sufficiency.

RESPONSIBILITIES: Based on intern skills and experience, responsibilities may include a combination of program support, administrative/data support, and direct service:

- Create and develop resources for the Asset Building team by researching topics such as affordable housing and creating resource maps of available community services
- Develop marketing and outreach materials, and collect success stories
- Assist the Financial Literacy team with curriculum development
- Monitor the consumer lending pipeline and provide support to streamline the process
- Enter data and track outcomes through the IRC's Efforts to Outcomes (ETO) database
- Assist with intake and support of walk-in clients, particularly those with transactional needs such as bill pay support, and possibly with credit building loans.
- Provide administrative support during case file and loan file audits.

LEARNING OBJECTIVES:

1. Gain insight into the implementation of economic empowerment programming and the workings of a grassroots Community Development Financial Institution (CDFI).
2. Learn the unique needs and challenges of low-income families in gaining financial stability, particularly as it relates to building credit and gaps in consumer lending.
3. Learn about the refugee resettlement process and journey toward self-sufficiency.

REQUIREMENTS:

- Bachelor's degree in a related discipline (business, economics, finance, social sciences) or outstanding current undergraduate pursuing a relevant degree.
- Experience with both administrative work and direct service with diverse populations
- Excellent organization skills, strong communication and interpersonal skills, and ability to effectively collaborate
- English fluency required, proficiency in a refugee language (Arabic, Farsi, Swahili) a plus

This position reports to Naima Dhagah, Financial Education Coordinator

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