



Position Description

TITLE: Extended Employment Intern

LOCATION: Boise, ID

DURATION: 4-6 months

START DATE: June 2020

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

Please submit a resume and cover letter with your application.

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 45 countries and 29 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. Domestically, our 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 Intern Work: The IRC in Boise's Employment Team provides early employment, early English and job readiness training, and workforce development services to ensure clients achieve self-sufficiency and economic independence. The IRC in Boise Employment Program works to ensure that employable refugees have the skills and knowledge to become successfully employed, understand US financial systems, and have economic wellbeing. The Extended Employment Intern is responsible for managing the provision of services to assist extended refugee clients to attain self-sufficiency through employment.

Responsibilities:

- Providing intake, assessment, and job readiness orientation to extended clients (in US > 1 year) eligible for employment services.
- Developing comprehensive employment plans for each extended client seeking services.
- Determining specific employment opportunities appropriate to clients and assisting clients in accessing these opportunities by guiding them through the application and hiring process.
- Developing and cultivating long term relationships with area employers in order to identify appropriate employment opportunities for clients.
- Monitoring job performance, wage level, and employer/employee satisfaction.
- Assisting clients and employers as necessary with post placement issues and continuing employment needs.
- Work as part of a team to provide comprehensive strength-based services to IRC clients through coordination of cases and effective communication between team members and departments.
- Provide equitable services across genders.
- Other tasks as assigned.

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 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
- Strong interest in refugee and asylee issues as well as in workforce development

- Three-month minimum. Required 15+ hours/week. Preferred 35+ hours/week. Mondays, 2 pm-7pm, mandatory attendance.
- Preference to current students and recent graduates. *

This position is for Summer 2020 and 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.