

ECDC / AFRICAN COMMUNITY CENTER

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WWW.ECDCUS.ORG / WWW.ACC-DC.ORG

Youth Program Internship

Job Summary – The Youth Program Intern will assist the Youth and Special Program Coordinator in implementing refugee youth program activities.

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a non-profit, community-based organization that advocates on behalf of refugee and immigrant issues; conducts cultural, health education, and socio-economic development programs; and resettles refugees in the U.S. Our clients come from countries such as Afghanistan, Iraq, Iran, Congo, Somalia, Ethiopia, Eritrea, Bhutan, Burma, and China.

Roles and Responsibilities:

- Preparing activities for the after-school program for refugee youth.
- Planning and possibly teaching workshops on life skills topics (e.g. healthy study habits, time management, etc.)
- Attending afterschool sessions for homework help in the afternoons.
- Assist the Youth and Special Program Coordinator with maintenance of case files.
- Help plan and supervise youth field trips.
- Assist with other related duties as assigned.

Required Qualifications:

- College degree or perusing an undergraduate degree in political science, international relations, social work, human rights, language or related field required.
- Must have strong interest in working with youth.
- Position requires someone with Microsoft Office experience.
- Previous experience working in multicultural contexts is desirable.
- An interest in international and refugee issue
- Ability to work independently as well as in a team
- Ability to work in fast-paced environment and process unexpected tasks and deadlines
- Flexibility
- Creativity and initiative to follow through on projects
- Effective communication and writing skills
- Proficiency in one or more language other than English is preferable

Learning Outcomes:

- Understanding of the timelines and processes refugees go through from arrival-5 years.
- Increased intercultural communication competency
- Exposure to basic non-profit operations and environment
- Knowledge of marginalized populations - challenges and opportunities
- Experience working with limited English proficiency populations
- Knowledge of Maryland refugee benefits systems
- Ability to navigate of social service systems
- Basic ability to keep case notes and maintain case files to State Department standards.

Time Requirements:

At least 2 full days a week

To Apply:

Please submit a (1) cover letter and (2) resume to volunteer@ecdacus.org.

Applications are considered on a first come, first served rolling basis.