



Ethiopian Community Development Council, Inc.

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Tel. (703) 685-0510 ▪ Fax (703)685-0529

8121 Georgia Ave. Suite 800 ▪ Silver Spring, MD 20910
Tel. (301) 562-7303 ▪ Fax (301) 562-7304

Position Title: Business Engagement Intern

Location: 8121 Georgia Ave, Silver Spring, MD

We are looking for an enthusiastic business engagement intern to help us in our overall employer outreach efforts. This is an incredible opportunity to get hands-on experience working with refugee and asylee job-seekers. You will be an integral part of our efforts to enhance our capacity to connect our clients with professional job opportunities by establishing contact with target industries. This internship allows interns to participate in business meetings, analyze job market trends and generate creative ideas. It's an awesome opportunity for anyone interested in immigration, nonprofit marketing and business engagement. Open to all majors and backgrounds.

Duties:

- Conduct market research to understand current data about jobs in demand, higher paid industries, declining industries and training opportunities
- Conduct outreach to new employers and training providers
- Develop communications efforts (social media, e-mail, testimonial video production)
- Follow up on job applications
- Work with clients directly to enroll in job trainings, and resume development
- Assist in organizing training for professional job-seekers
- Assist with office work

Technical Skills:

- Thorough understanding of marketing (including traditional and digital marketing such as SEO/social media etc) and market research methods
- Computer skills including MS office and/or marketing software (Adobe creative suite & CRM)
- Graphic design experience preferred (Photoshop, WordPress, social media)

Qualifications:

- Able to commit to 2-3 months
- Able to commit at least 16 hours a week
- Able to commute to Silver Spring, MD
- Foreign language is a plus, but not required
- Excellent communication, interpersonal and organizational skills
- Interest in working in a multicultural environment
- Able to prioritize and be flexible in fast-pace work environment

Please send a cover letter and resume to volunteer@ecdCUS.org. Internship applications will be accepted until the position is filled.