

ECDC / AFRICAN COMMUNITY CENTER

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

Employment Internship

Job Summary – Intern will assist Employment Specialists with employment development and job search and placement for recently-arrived refugees.

Key Responsibilities:

- Conduct employment plan interviews with refugees (documentation of refugees' education and work history)
- Make referrals to English and employment training classes with partner agencies
- Assist refugee community members with necessary skills for find and keeping a job (learning bus routes, filling out applications, practicing for job interviews.)
- Search for job opportunities, attend job fairs with community members, establish relationships with employers
- Help refugee community members apply for jobs (paper and online) and take them to job interviews
- Follow up with employed community members and their employers to trouble-shoot and ensure job retention
- Basic administrative assistance: filing of paperwork and keeping case notes for each refugee
- May include some case management trouble-shooting (assisting with food stamps, Medicaid, medical appointments, housing, and other issues that may arise)

Education, Experience, Knowledge, Skills and Abilities (Present by Internship Completion or Before):

- Commitment to mission: to help refugees rebuild safe, sustainable lives through supportive networks of people, services and community activities
- Excellent communication, interpersonal and organizational skills
- Knowledge and experience with employment development a plus
- Use of personal computer and vehicle a plus.
- Ability to effectively communicate with supervisor
- Interest in working in a multicultural environment, refugee language capability a plus
- Knowledgeable about and sensitive to the experiences of refugees and immigrants
- Computer skills (Microsoft Office Suite). Proficiency in Word, Excel, Outlook, and Internet use
- Background check and clean DMV record

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
- Understanding of refugee TANF systems
- 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:

2 days/week

To Apply:

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

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