

**Ethiopian Community Development Council, Inc.**  
901 S. Highland Street Arlington, Virginia 22204

**INTERNSHIP ANNOUNCEMENT**

**Position Title:** Refugee Advocacy Intern  
**Department/Division:** Refugee Resettlement and Integration  
**Reports to:** National Conference Coordinator  
**Internship Location:** Arlington, VA

**About ECDC:** 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. through a network of affiliate partners. While organized to respond initially to the needs of a growing Ethiopian community in the Washington, D.C., area, ECDC from its inception has been serving newcomers from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants.

**Internship Summary:** ECDC's annual conference enhances awareness and support for refugees by exploring ways to strengthen refugee resettlement programs and services, promote cultural, educational and socio-economic development initiatives, and help newcomers become productive members of their communities. The Refugee Advocacy Intern will play an important role in organizing an Advocacy Day for ECDC conference attendees. The intern will engage in various tasks aimed at facilitating successful advocacy efforts, including logistical coordination, communication with stakeholders, and content development.

**Sample Duties:**

- Liaise with congressional offices to schedule and coordinate in-person meetings for conference attendees.
- Ensure meeting logistics, schedules, and necessary materials are organized.
- Assist in the preparation of advocacy materials, including briefing documents, presentations, and handouts for distribution.
- Perform similar duties as assigned by the supervisor.

**Qualifications:**

- Current enrollment in an undergraduate or graduate program in Political Science, International Relations, Public Policy, Social Work, or a related field.
- Strong communication skills, both written and verbal, with an ability to articulate ideas effectively.
- Excellent organizational abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work collaboratively in a team-oriented environment and manage multiple tasks efficiently.

**To Apply**

Please submit an e-mail, (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) to: [HQintern@ecdus.org](mailto:HQintern@ecdus.org). Please specify the internship title in the email subject line.

**Schedule**

ECDC generally offers this internship as either a part-time (20 hours/week) position or a full-time (40 hours/week) position for the Fall, Spring, and Summer terms. However, an alternate schedule can be arranged.

**Compensation**

This internship is unpaid. However, ECDC offers a local travel stipend for this position.

ECDC is an Equal Opportunity Employer.