

## Employment Program Intern

Job Title: Employment Program Intern

Department: Workforce Development Program

Reports To: Workforce Development Program Manager

Schedule: Tuesdays and Thursdays 9:00am – 3:00pm

The Employment Intern assists the Employment Specialists, English Language Teachers, and Workforce Manager in whatever tasks they may need assistance with daily. The goal is to help clients become financially self-sufficient as soon as possible after arrival.

- Research potential employers and develop strategies for initiating contact.
- Research and identify job openings, arrange interviews, and negotiate placements.
- Based on client intake and CSP screen clients to best match client with available jobs.
- Escort client on interviews, complete necessary paperwork, and provide all necessary supportive services to facilitate job placement.
- Assist clients with transportation to and from their place of work and home
- Complete online applications and forms necessary for the employment process
- Take clients to purchase clothes and shoes needed for employment
- Maintains detailed, timely, and accurate case notes of all job referrals for clients. Report monthly to supervisor all client referrals and placements.
- Work closely with Employment Counselors and Employment ELT Instructors. Assist the ELT program with extra tutoring or class time assistance

To apply for this internship, please send a resume and cover letter naming the internship(s) you're interested in and your available dates, to Jan Douglas [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org) RefugeeOne will confirm that your resume/cover letter has been received. Internships at RefugeeOne are unpaid, but students may obtain college credit.