



IRC Internship Opportunities in Oakland

International Rescue Committee (IRC) Overview

The IRC provides opportunities for refugees to thrive in America. Each year, thousands of refugees are invited to resettle in communities across the country by the U.S. government to seek safety and freedom. Forced to flee conflict or persecution, many refugees have survived for years against incredible odds. They step off the plane in the U.S. with next to nothing but their dignity, hope and determination. The IRC in Northern California, which includes offices in Oakland, Sacramento, San Jose, Turlock, and Modesto, works to help refugees rebuild their lives.

The IRC Oakland currently operates several highly effective programs designed to meet a wide variety of refugee and asylee newcomers' needs. We provide our clients with early resettlement help, English language classes, work readiness & job placement assistance, financial literacy training, health & medical support, community garden access, and immigration services. All programs are designed to help refugees become self-sufficient and productive members of their new Oakland community. The IRC in Oakland currently resettles 350 refugees and asylees each year from Burma, Bhutan, Afghanistan, Iraq, Eritrea, Sri Lanka, and the Democratic Republic of Congo. The refugee clients that the IRC in Oakland serves are defined as low income – they arrive with little knowledge of the U.S. culture (work, financial services, language, etc.) and they must re-start their lives with the assistance of the IRC. The need is great for this population to help them acculturate to the many different facets of life in the U.S.

Internship Opportunities

Annually the IRC Oakland hosts highly experiential internships that demand intuitive, motivated, and professional candidates. Our office is a fast-paced environment that is successful due to both the personal initiative of individual staff members and the team-like mentality of the entire organization. The ideal intern candidate will be able to complete their daily responsibilities and problem solve with minimal supervision and provides support as needed to the overall team. Interns work alongside staff to provide direct services and all leave their internship with transferable skills that can help launch a career within the nonprofit sector.

Check out opportunities at www.Rescue.org/careers or learn more information at www.Rescue.org/NorthernCalifornia

Internship Opportunities in Oakland, CA

RESETTLEMENT INTERNSHIP

Scope of work: The Resettlement Services Program is the first point of contact for newly arrived refugees and offers support, guidance and counseling through all stages of resettlement. This intern works side by side with the Case Management Team to provide initial services to orient refugees to life in the U.S., including (but not limited to) securing housing, addressing medical concerns, registering children in school, applying for Social Security and California ID cards, and linking refugees to our internal and mainstream services.

Commitment: 15 – 20 hours per week for a 4 month period

IMMIGRATION INTERNSHIP

Scope of work:

After a refugee resettles in the U.S, that is not the end of their legal road to becoming a US citizen. Refugees must apply for their green card one year after they have been in the US and then for their citizenship after five years. Additionally, refugees often need legal assistance to help bring over spouses and other family members. This intern will help provide these and other forms of legal services to clients seeking immigration assistance.

Commitment: 15 – 20 hours per week for a 4 month period

DEVELOPMENT INTERNSHIP

Scope of work: This intern will work closely with the Development Manager to identify donor prospects including corporations, foundations, and government funding, and assist in fundraising efforts through written solicitations, grant compliance, community outreach, and special events. This internship provides candidate with a high level of skills attainment in an essential component of non-profit work.

Commitment: 15 – 20 hours per week for a 6 month period

EMPLOYMENT INTERNSHIP

Scope of work: This intern is part of a team that helps refugees become economically self-sufficient. Working in close tandem with the Employment Specialist, this intern provide direct services to refugee clients and work on high level program logistics, which will expose the candidate to the inner workings of refugee resettlement. Activities include assisting clients with developing resumes, filling out job applications, providing one-on-one job counseling, teaching employment and skills building classes, and conducting outreach to potential employers.

Commitment: 15 – 20 hours per week for a 6 month period

FINANCIAL EDUCATION INTERNSHIP

Scope of work: This intern is an additional member the Employment Team, which focuses on helping refugees become economically self-sufficient. Working in close tandem with the Financial Education Program Manager, this intern will focus their efforts on financial education and coaching, and referring clients to responsible and

appropriate financial products. The program's goal is to help clients save money and build their credit in order to prepare for their financial future.

Commitment: 15 – 20 hours per week for a 6 month period

VOLUNTEER COORDINATION INTERNSHIP

Scope of work: This intern works closely with the Volunteer and Intern Coordinator to recruit and maintain a healthy volunteer and intern base for the office. The qualities of this intern must include strong writing skills, as they will be writing the weekly volunteer newsletter and updating the intern postings as needs; a friendly attitude, as they will be a contact point for the other interns; public speaking skills, as they will be giving the volunteer and intern orientations; and computer literacy with PC systems.

Commitment: 15 – 20 hours per week for a 4 month period

NEW ROOTS INTERNSHIP

Scope of work: This intern works with IRC clients in two main areas: Food Secure Resettlement (FSR) and community gardening. As clients arrive in the US they are surrounded by foods that they are unfamiliar with, and also many options that can lead to diet-related diseases. Unfortunately, many of the unhealthy options also tend to be cheaper and easier to access than healthy and whole options. Experience in some aspect of food and farming is great, but not required. Sample projects include: mapping fresh produce options in clients' neighborhoods; assisting with healthy cooking workshops; and mobilizing a container garden project at clients' homes.

Commitment: 15 – 20 hours per week, ideally Mondays and Wednesdays, for a 4 month period

EVENT COORDINATION INTERNSHIP

Scope of work: This intern will help coordinate the various events the IRC office holds throughout the year. Responsibilities will include: Contacting local businesses and restaurants for potential donations; Data entry of donations and assist in gift acknowledgements; Planning event logistics, including location, theme, menu, and entertainment; Creating event flyers for distributions and writing press releases to local media; Coordinating volunteers for assistance the day of the event; And assisting with office activities as needed

Commitment: 15 – 20 hours per week for a 4 month period

HEALTH ACCESS INTERNSHIP

Scope of work: This intern works with the Health Access team to provide health care assistance to newly arrived refugees. The health care system is often very confusing for immigrants to understand. These interns will assist refugees by helping them fill out the necessary medical forms, make appointments at clinics, and work one-on-one with clients to ensure they are getting the health care they need. Those currently pursuing or recently completed a relevant program (Public Health, Molecular Cell Biology, Integrative Biology, Sociology, Kinesiology) preferred.

Commitment: 15 – 20 hours per week for a 4 month period

CENTER FOR WELLBEING INTERNSHIP

Scope of work: The IRC Oakland annually receives the help from over 100 volunteers from the community in order to make our programs successful. In particular need are mental health professionals to assist with activities for our Center for Wellbeing. This program focuses on the emotional needs of recently arrived refugees, for whom many are experiencing the first moments of freedom and safety in years. The IRC is looking for candidates with MSWs.

ESL INTERNSHIP

Scope of work: This intern works with the main ESL teacher to develop and deliver lesson plans for at least 1 ESL class per week. Classes are expected to be 1 – 2 hours in length and students are at the beginner to intermediate level. Must be TESOL / TEFL certified (we accept new graduates and those who are currently completing their certification).

Commitment: 15 – 20 hours per week for a 4 month period

APPLYING:

Apply by sending your resume and a cover letter as a single Word document to Volunteer & Internship Coordinator Shadi Karajeh at Shadi.Karajeh@Rescue.org. Title document "Intern Application".

** Cover letters should clearly state your time availability, which includes 1) a specific, projected start and end date, 2) the number of hours you are available each week, and 3) the days and times in which you are available.*

Contact the Volunteer and Internship Program Coordinator, Shadi Karajeh, at Shadi.Karajeh@Rescue.org or at (510) 452-8222 ext. 319 for more information.