



TITLE: Advanced Refugee Workforce Development Internship
LOCATION: Oakland CA
DURATION: 4-6 months

BACKGROUND

The International Rescue Committee helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. IRC teams provide health care, infrastructure, learning and economic support to people in 40 countries, with special programs designed for women and children. Every year, the IRC resettles thousands of refugees in 22 U.S. cities. The IRC leads the way from harm to home.

SCOPE OF INTERN WORK

This year, the IRC in Oakland will be resettling international refugees from Eritrea, Bhutan, Burma, Afghanistan, Iraq, Sri Lanka, and Mongolia. The Center for Economic Opportunity (CEO) is an innovative approach that improves the overall economic standing of refugees and asylees in the Bay Area by blending three core services, workforce and skills development, financial education and coaching, and public benefits support in a single location. We believe our clients have the knowledge and skills necessary to build a financially stable life in the United States. This position is a great opportunity to gain experience in a social service setting and to learn about local refugee communities.

COMMITMENT:

- 15 - 20 hours per week, to be completed in 2 or 3 full days during IRC's regular business hours of 9 am – 4 pm Monday – Friday
- IRC is committed to working with student schedules. As such, we are flexible with accommodating time off for midterms and school holidays, and altering time availability with changing class schedules.

RESPONSIBILITIES:

- Work with refugees on their professional development skills including resume and cover letter writing, digital literacy, interviewing, and networking
- Assist in monitoring recipients of IRC's Grove Scholarship for vocational training programs
- Research potential employers or vocational training facilities that could hire our refugee clients
- Complete individualized budgeting sessions with refugees to teach them how to manage their income and expenses
- Assist program staff in connecting refugee clients with Professional Mentors
- Assist refugees with setting up bank accounts, explaining checks, building their credit, utilizing ATMs, and other financial services
- Assist in maintaining physical case files, tracking reports, and case noting for refugee clients participating in Advanced Workforce Development

LEARNING OBJECTIVES:

- Intern will have the chance to expand their own network of local area business, employers and organizations while learning best practices on outreach opportunities.
- The candidate will also gain familiarity in cross-cultural training techniques, skills development and many other useful resources for career development.



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DURATION: 4-6 months

REQUIREMENTS:

- Current undergraduate, graduate student, or less than two year out of school
- Solidly reliable with strong attention to timeliness
- Excellent communication skills (both interpersonal and with supervisors)
- Possess a great attention to detail and be truly organized
- Have a strong sense of personal initiative and be able to work independently in a fast-paced office.
- An interest in international and refugee issues; prior experience with a multicultural setting a plus
- Personal experience with finding, attaining, and keeping paid employment (restaurant, retail, warehouse, etc.)
- Computer literacy with PC systems
- Familiarity with job-search/employment-related functions
- Ability to communicate clearly and effectively in English
- Reliable transportation and good driving record
- Creativity and initiative to follow through on projects

Proficiency in one of the following languages is highly desirable: Arabic, Nepali, Burmese, Farsi, Spanish or Tigrinya, but not required.

PREFERRED QUALIFICATIONS:

1. Teaching/mentoring experience.
2. Experience working with multicultural populations.
3. Basic knowledge of U.S. financial services.

To Apply:

Complete an application by online. Ensure you upload a resume and a cover letter stating the position you are applying, your interest in interning with the IRC, and your potential availability.*Please have your resume and cover letter on a single document as you are only able to upload one document per application. Internship applications lacking one or both of these documents will be considered incomplete.

Email .org for more information. * 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.



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RESPONSIBILITIES:

- Work with refugees to help: create a resume, teach job search techniques, fill out applications, and practice interviewing.
- Mentor refugees on US workplace culture and how to be a successful employee
- Teach clients how to use public transportation to get to their new job and home- Research potential employers/businesses that could hire our refugee clients
- Manage clients and volunteers working in IRC's Employment Center.

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- The candidate will also gain familiarity in cross-cultural training techniques, skills development and many other useful resources for career development.

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- Personal experience with finding, attaining, and keeping paid employment (restaurant, retail, warehouse, etc.)
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TITLE: New Roots Food Secure Resettlement Casework Intern
LOCATION: Oakland, CA
DURATION: 4 – 6 months

BACKGROUND

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SCOPE OF INTERN WORK

As clients arrive in the US they are surrounded by foods with which they are unfamiliar, and also many options that can lead to diet-related disease. Unfortunately, many of the unhealthy options also tend to be cheaper and easier to access than healthy and whole options. The New Roots program works with IRC clients in two main areas: 1) Food Secure Resettlement (FSR) and 2) community gardening. Our goal in the FSR programming is to assist IRC clients with access to healthy and affordable culturally appropriate food options and nutrition education in the US context.

COMMITMENT

- 15-20 hours per week (Schedule to be determined by program and student needs). We are in the building phase of this programming, so this intern would need to be able to think creatively and be self-directed, while also having the ability to work as a team.

RESPONSIBILITIES:

- Work with Intensive Case Management staff and New Roots staff to assess needs of clients with diet-related illness;
- Arrange one-on-one sessions with clients with diet-related illness to provide nutrition education and information on local food outlets;
- Collaborate with the New Roots staff and FSR intern to develop educational materials;
- Assist clients with emergency food needs, such as accessing the food bank;
- Coordinate food security home visits for high priority clients 2 weeks after client arrival.

REQUIREMENTS

We require that candidates have the following qualities:

- Solidly reliable with strong attention to punctuality
- Excellent communication skills (both interpersonal and with supervisors)
- Possess a great attention to detail and be truly organized
- An interest in international and refugee issues
- Bachelor's degree
- Masters level training in nutrition required.



TITLE: New Roots Food Secure Resettlement Casework Intern
LOCATION: Oakland, CA
DURATION: 4 – 6 months

This position reports to the New Roots Program Manager

APPLYING:

Apply by sending your resume and a cover letter as a single Word document to Shadi.Karajeh@Rescue.org. Title document “New Roots FSR Casework Intern Application”. Accepting applications on a rolling basis.

** 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.*

IRC leading the way from harm to home.



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COMMITMENT

- 15-20 hours per week (Ideal intern schedule would be mostly on Tuesdays and Thursdays for office work, and then any days intern has available for off-site projects). We are in the building phase of this programming, so this intern would need to be able to think creatively and be self-directed, while also having the ability to work as a team.

RESPONSIBILITIES:

- Maintain FSR database, tracking food security indicators such as client housing proximity to fresh produce outlets, diet-related illness, etc.
- Generate new programming ideas based on database patterns and client needs.
- Plan and implement monthly healthy cooking classes in collaboration with ESL staff.
- Assist clients with emergency food needs, such as accessing the food bank.
- Refer interested clients to community garden programs.

REQUIREMENTS

We require that candidates have the following qualities:

- Solidly reliable with strong attention to punctuality.
- Excellent communication skills (both interpersonal and with supervisors).
- Possess a great attention to detail and be truly organized.
- An interest in international and refugee issues.
- Minimum of 2 years of completed undergraduate experience
- Experience in some aspect of food, nutrition or farming is great, but not required.

This position reports to the New Roots Program Manager

APPLYING:

Apply by sending your resume and a cover letter as a single Word document, titled “New Roots FSR Intern Application”, to Shadi.Karajeh@Rescue.org.

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



TITLE: New Roots Youth Programs Intern

LOCATION: Oakland, CA

DURATION: 4 – 6 months

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SCOPE OF INTERN WORK

Our goal in the New Roots youth programming is to engage newcomer youth in garden and nutrition education, as well as facilitate food and farming knowledge transfer and relationship building with the elder generation. Youth will also learn about food systems and food justice issues. The Youth Programs Intern will work alongside youth this summer to develop curriculum, participate in gardening and cooking activities, nutrition education, and plan field trips. We will also pilot a summer camp this year, which the Youth Programs Intern will be highly involved in.

COMMITMENT

- 15-20 hours per week (Schedule to be determined by program and student needs). We are in the building phase of this programming, so this intern would need to be able to think creatively and be self-directed, while also having the ability to work as a team.

RESPONSIBILITIES:

- Plan and implement weekly youth garden and nutrition activities;
- Arrange field trips and guest speakers for the youth;
- Collaborate with the New Roots staff and community partners to develop educational materials and curriculum;
- Support fundraising efforts for the youth programs;
- Assist with the recruitment of youth and elders into the internship program.
- Plan and implement the summer camp activities

REQUIREMENTS

We require that candidates have the following qualities:

- Solidly reliable with strong attention to punctuality
- Excellent communication skills (both interpersonal and with supervisors)
- Possess a great attention to detail and be truly organized
- An interest in international and refugee issues
- A minimum of 2 years of undergraduate experience
- Experience with youth not required but encouraged
- Experience with food and farming a plus

This position reports to the New Roots Program Manager.

APPLYING:

Apply by sending your resume and a cover letter as a single Word document to Shadi.Karajeh@Rescue.org. Title document "New Roots FSR Case Work Intern Application". Accepting applications on a rolling basis.

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