



INTERN DESCRIPTION

Job Development Intern International Rescue Committee San Jose, CA

ABOUT THE IRC:

Founded in 1933, the International Rescue Committee is a leading, non-sectarian non-profit organization providing emergency relief, protection, rehabilitation assistance, resettlement services, and advocacy for refugees and victims of oppression or violent conflict.

IRC SAN JOSE:

As one of the IRC's 25 domestic resettlement offices, the IRC San Jose office works to assist refugees in rebuilding their lives and reuniting families in Santa Clara County. Since opening its doors in 1979, the San Jose office has served as the gateway to over 20,000 refugees, who through their own unique cultures and talents, have helped to build a stronger community. A committed staff of professionals and volunteers provide essential resettlement services to refugee families, providing them with the resources and tools to start over and regain control of their lives. Services include meeting basic needs, orientation, referrals to local resources, job placement and community participation activities.

SCOPE OF WORK:

The Job Development Intern will assist IRC staff and volunteers in teaching refugees English language skills and provide practical support for those who are actively seeking employment. Volunteer will assist refugees one-on-one with the employment process, including assisting with internet job searches, writing resumes and cover letters, reading and filling out job applications, interview techniques and job-specific English. The volunteer will help refugees to arrange job interviews and provide escort and follow up. Volunteer will report progress to IRC Employment staff and assist in developing resources for IRC Employment Programs.

COMMITMENT:

10-12 hours per week. This is an unpaid internship. Intern will be reimbursed for mileage.

ESSENTIAL POSITION FUNCTIONS:

- Support IRC's activities to secure entry-level employment for a newly arrived refugee or asylee by mentoring clients and ESL students.
- Reinforce understanding of the benefits of early employment and deliver messages consistent with those of IRC staff.
- Assist clients throughout the job search process including: assistance with online job searches; developing resumes, cover letters, and employment goals; and filling out job applications with repeated practice.
- Prepare clients for employment interviews through mock interviews and accompanying them to interviews and follow-ups if requested by the Volunteer Coordinator or Case Manager.
- Guide clients through practicing job search activities by accompanying them to local businesses where they can pick up job applications and ask about job openings.
- Keep clients focused on employment as their top priority. Help keep clients engaged in job search activities and practice activities.
- Discuss U.S. work culture and expectations and help explain job-specific English.
- Assist in determining a public transportation route to work, and in teaching client how to make a commute. Accompany client on public transportation as needed.
- Encourage job retention and patience in pursuing long-term goals.
- Assist with documenting job-search related activities for case files.

- Assist with developing job-search resources for clients and volunteers assisting in San Jose's ESL classroom.
- Make at least one presentation to a local employment agency or company promoting awareness of the IRC and building employment partnerships.
- Other related duties as assigned.

REQUIREMENTS:

- Excellent employment record, competency and knowledge of U.S. employment processes.
- Strong belief in early employment as key to newcomers' ability to become truly independent in American society.
- Diligent about communicating with, taking direction from, and providing client feedback to Volunteer Coordinator, ESL Instructor, and Case Managers.
- Provide consistent support of IRC's approach with clients.
- Willing to learn about IRC history, philosophy, global work, and local efforts.
- Willing to adhere to IRC volunteer and workplace policies.
- Proven ability to work with consideration and respect for cross-cultural differences.
- Dependable, flexible, and ability to work independently.
- Strong computer skills, particularly MS Office Suite and Internet searches.
- Ability to communicate clearly and effectively in English. Fluency in a refugee language desirable but not essential.
- A car/driver's license if beneficial, but not required.

REWARDS:

- Interns will get hands-on experience dealing with the practical aspects of helping newly arrived refugees regain control of their lives and become self-sufficient members of their new community.
- Your work has a direct, positive impact on refugees living in the San Jose area. You can help somebody get their first job, become comfortable and productive within a new society.
- You will gain a comprehensive overview and hands on experience with refugee resettlement.
- You will interact with refugees and learn about diverse cultures.
- Good opportunity for people interested in a career in refugee resettlement, social work, employment counseling, nonprofit administration, human rights advocacy.

REPORTS TO:

Sarah Heddon, Volunteer Coordinator
 1450 Koll Circle, Suite 107
 San Jose, CA 95112
 (408) 453-3536 ext. 14

TO APPLY:

Please send a cover letter and resume to Sarah Heddon at sarah.heddon@theirc.org. Application should include the attached reference form and a brief writing sample.

For questions, please call 408-453-3536, ext 14.

Reference Check Form

Candidate: _____

Reference: _____

Title (Friend, employer, instructor, coworker, etc.): _____

Email address or telephone number: _____

- 1) How long have you known the candidate and what capacity do you know or work with him/her?

- 2) What are his/her strengths?

- 3) What might his/her weaker areas be?

- 4) Does the candidate work well independently or does he or she require a great deal of direct supervision?

- 5) IRC interns must work with people from a variety of cultural, economic, education, racial, and religious backgrounds. How would you rate the candidate's working relationship with other people? Can you comment on how he/she gets along with colleagues, clients, classmates, friends, etc?

- 6) How would you rate the candidate's attendance record (is he/she dependable, always on time, a now show, etc.) and his/her level of productivity?)

- 7) Would children be safe under the supervision of the candidate? If you have children, would you feel secure putting them in his/her care?

- 8) Any other comments or remarks you care to offer such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability? Do you have any reservation against the applicant's participation in the IRC internship program?