



Internship Opportunities

International Rescue Committee in San Jose

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International Rescue Committee in San Jose Internships

refugees, asylees, special immigrants from Iraq and Afghanistan, and victims of human trafficking in Santa Clara County. Since opening in 1979, the San Jose office has resettled over 20,000 refugees, who in turn have helped build a stronger community. A committed staff of professionals and volunteers provide essential case management and immigration services to immigrant families, providing the resources and tools to rebuild our clients' lives with safety and dignity. The IRC in San Jose offers a variety of unpaid internship opportunities with hands-on experience to learn about the scope of services and programs available to resettled refugees. Internships are available for current undergraduate students, graduate students, and graduates -graduation.

Internship Commitment Requirements

Duration: 4-6 months

Preference given to candidates who can commit 6+ months

Time Commitment: Minimum 15 hours per week

Hours must be completed during normal business hours (i.e. Monday - Friday between 9:00 AM - 4:00 PM unless otherwise stated)

Weekend and evening availability may be required for trainings and events

General Requirements

Enrollment

Applicants who are not current students can apply for positions as a Professional Volunteer if they meet the position requirements

An interest in international, refugee, and human rights issues

Must be re

Time availability (i.e. specific days and times each week, your anticipated start and end dates for interning, and your immediate interview availability, if different from internship availability)
Any re

Case management and trauma-informed or survivor-centered experience required

Extensive background or previous study and interest in human rights, forced migration, and/or human trafficking

Assist clients with pre-application activities such as screening for eligibility, preparing documents, and coordinating transportation and language services at appointments

Coordinate with Case Management staff to ensure services are being received

Assist in the organization and long-term projects for the advancement of the Case Management Department
Manage databases
Network with community providers and local landlords
Other related duties as assigned

Required Skills:

Energetic, empathetic, organized, and ready to do a variety of jobs
Creative and willing to assist with long-term projects
Ability to communicate clearly and effectively in English

Community Integration Intern

The Community Integration Intern will provide refugees recently resettled in San Jose with an opportunity to connect with other refugees and members of the larger San Jose community, and strengthen positive relationships. This position supports recently arrive into their new communities by providing activities and events for refugees to engage with the larger San Jose community and vice versa.

Start Date: Ongoing

Responsibilities:

Meet weekly with Resettlement Manager to discuss community events and other opportunities to engage refugee clients
Establish, coordinate, and implement monthly outings for refugee families
Collaborate with Volunteer Coordinator to identify ways to bring the refugee community and volunteer community together
Work with Resettlement Manager to bring together refugee clients for quarterly gatherings with community partners

Required Skills:

Strong communication skills

-

auto insurance, and clean driving record

required

Rewards:

Gain familiarity in cross-

Employment Services

Experience working with adults with limited English proficiency or from

Employment Outreach Intern

For IRC clients to become fully self-sufficient, they must be taught how to obtain gainful employment as well as financial literacy. Employment Outreach Interns will work in a team to conduct outreach and maintain relationships with employer partners; consistently locate job openings; and pair clients with relevant employment positions. This position reports to the Employment Specialist.

Number of intern positions available: 1

Start Date: Ongoing

Responsibilities:

- Contact potential employers for all department programs
- Initiate and maintain lasting partnerships with employers
- Identify and

Extensive background or previous study and interest in human rights, forced migration, and/or human trafficking
Experience with teaching adults with limited English proficiency or from low-income and diverse backgrounds preferred
Workforce readiness knowledge preferred
Proficient computer use such as MS Office and Windows
Comfortable with outreaching to clients on the phone and in person

Rewards:

Learn how to effectively teach and educate adults from low-income and diverse backgrounds
Gain knowledge on employment and workforce training programs
Learn about services to refugees from many different backgrounds and how best to assist them in their resettlement in the U.S.
Help refugees feel welcomed in their new home and prepared for their new life

Development Intern

For IRC clients to become fully self-sufficient, they must be taught how to obtain gainful employment as well as financial literacy. Development Interns will work to locate, secure, and apply for funding opportunities to ensure to continuity and success of department programs, including employment and financial programs. This position reports to the Career Development Coordinator.

Start Date: Ongoing

Responsibilities:

Conduct research and outreach on program funding opportunities
Work with the Career Development Coordinator and the Development Coordinator to submit requests and letters of interest
Assist IRC staff in grant writing and submissions of materials
Work with IRC department staff in identifying programmatic areas of need
Assist with general department administration as needed
Work closely with supervisor to draft and implement a project over which you will have complete ownership

Required Skills:

Extensive background or previous study and interest in human rights, forced migration, and/or human trafficking
Familiarity with economic empowerment programs in the humanitarian arena
Grant writing experience
Superb writing skills
Proficient computer use such as MS Office and Windows
Comfortable with outreach on the phone and in person

Rewards:

Learn how to effectively teach and educate adults from low-income and diverse backgrounds
Gain knowledge on employment and workforce training programs
Learn about services to refugees from many different backgrounds and how best to assist them in their resettlement in the U.S.
Help refugees feel welcomed in their new home and prepared for their new life

Immigration Services

Immigration Services Intern

Interns work with Immigration Program Caseworkers to directly assist clients with the processing and filing of applications for citizenship, lawful permanent residence, family reunification, affidavits of relationship, and other immigration petitions necessary to receive legal residency in the United States and reunite family members. This position reports to the Immigration Coordinator.

Start Date: Ongoing

Responsibilities:

- Coordinate immigration interviews with staff and help translate for caseworkers
- Prepare and complete immigration applications and petitions on behalf of refugees, asylees, and immigrants for submission to the U.S. Citizenship and Immigration Services (USCIS)

- Conduct follow-up, including written and telephone communication with USCIS, and respond to requests for further evidence and inquiries

- Maintain case files by copying, faxing, and inputting information in immigration case management database

- Notify clients of USCIS interviews and ensure they have immunization records, photos, and other required documents prepared for the interview

Immigration Outreach Intern

Immigration Outreach Interns work with the Community Outreach Specialist to develop strategies to connect with the San Jose immigrant population and provide Naturalization Services. Interns are involved in identifying and establishing relationships between organizations and immigrant communities to assist individuals on their path to citizenship. This position reports to the Community Outreach Specialist.

Start Date: Ongoing

Responsibilities:

Coordinate with the

Assist in tracking donations

Requirements:

Excellent interpersonal skills: ability to work effectively with partners, donors, colleagues in a cross cultural, multi-disciplinary environment. Willingness to work across departments toward measurable outcomes. Must be comfortable with communicating with clients and community partners on the phone and in person. Solid organizational skills with the ability to manage multiple tasks

Rewards:

Build network with local community members
Gain skills in donation outreach, organization, and delivery

Marketing & Recruiting Team

Volunteer Coordination Intern

and support

