

Job Title: Employment Intern

Commitment: 10 to 25 hours per week on a regularly-scheduled basis

World Relief Minnesota:

A Christian organization, working on behalf of, through, and with, local churches to assist refugees and immigrants to become self-sufficient, and to meet their physical, emotional, and spiritual needs. World Relief Minnesota (WRM) provides an array of direct services to refugee families including case management, employment services, immigration services, and Refugee Cash Assistance, as contracted by the county and state governments. Since 1988 WRM has assisted more than 12,000 immigrants, helping nearly 5,000 refugees begin new lives in America. An internship at WRM is a great opportunity to enhance any study of political science, law, global and cross-cultural studies, anthropology, social work, conflict resolution and management, or similar fields. Gain cross-cultural experience working with refugees who have fled persecution and who come from all over the world to the U.S. for security and a chance to rebuild their lives. There is opportunity to work directly with refugees from Somalia, Ethiopia, Liberia, Sudan, Iraq, Afghanistan, Bhutan, Burma, and the former Soviet Union in the Employment Services Department at World Relief.

Purpose of this Position:

To provide direct assistance, support, and encouragement to new refugees in search of employment. To assist Employment Services Department in providing refugees with training, one-on-one mentoring and administrative tasks.

Duties and Responsibilities:

1. Discuss short-term and long-term career hopes and goals with refugees.
2. Discuss American work culture and expectations.
3. Help refugee identify skills and experiences to use in creating a résumé.
4. Assist in searching for jobs, filling out applications, and preparing for interviews.
5. Provide support and transportation for job-related activities.
6. Fulfill administrative and support tasks as needed for the Employment Services Department.

Qualifications:

- Comfortable working in a cross-cultural and faith-based environment.
- Excellent people skills across class, religion, culture, age, and gender.
- Patience and compassion with people.
- Strong attention to detail.
- Highly motivated and a self-starter.
- Ability to accommodate limited-English speaking clients.
- Computer skills: word processing, Excel spreadsheets, data base, and internet.
- Interest in refugees/immigrants, social service and policy social justice, and serving people in crisis.
- Commitment to learning.
- Interns must have a driver's license and valid proof of insurance.
- Multi-lingual in Russian, Somali, Arabic, Karen or Burmese a plus but not required.
- World Relief Minnesota asks the intern to make a 3-6 month commitment.

How to Apply:

Email Sarah Hofer, Employment Counselor, at shofer@wr.org, with your resume and cover letter. We recommend that your resume include your GPA and highlight coursework and experiences relevant to the position.