



Career Development Program Intern

Position Logistics:

Location: Boise, Idaho IRC location [7291 W Franklin Rd, Boise, ID 83709](https://www.rescueglobal.org/locations/boise)

Start Date: June 2020

Time Commitment: 3 months (or more)

This position reports to: Career Programs Coordinator

Where to apply: <https://rescueglobal.secure.force.com/volunteer/>

Please submit a resume and cover letter.

Important Note: This is an unpaid internship.

Background:

The IRC is an international non-profit that responds to the world's worst humanitarian crises, helping people survive and rebuild their lives, leading the way from harm to home. Since the Boise office opened in 2006, IRC Boise has resettled over 3,600 refugees and asylees, and provided aid to the broader Boise community.

Scope of work:

The Employment & Economic Wellbeing team supports refugees to become economically self-sufficient. The team provides early employment and career development services. Career Programs assists employed clients in securing job upgrades that improve economic conditions and align with career history and/or career objectives. The intern will work on the career development team, within the Employment & Economic Wellbeing team, promoting client self-sufficiency and encouraging clients to work towards and reaching their long term career goals.

Project Description:

Career Programs at the International Rescue Committee in Boise helps refugees and immigrants gain skills needed to move out of low-wage jobs and onto a sustainable career path in the Treasure Valley. Career Programs coordinates integrated language and job-skill training programs. This internship will focus on facilitating language assessments, processing intake paperwork, and providing supportive services for training program participants. Career Programs

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participants often face barriers such as transportation and childcare. The needs of participants are dynamic, requiring flexibility, patience, and determination from our team.

Essential Position Functions:

- Facilitate intake meetings for pre-apprenticeship participants
- Coordinate language assessments
- Update resumes
- Assist with job applications
- Assist in coordinating supportive services: transportation, childcare, etc.

Responsibilities:

- Work directly with IRC Career Pathways Specialists to implement and monitor performance of the Career Development Program
- Counsel and guide clients through the process of working towards achieving long term career goals which include: individualized trainings, one-on-one job application assistance, etc.
- Work with employment specialists to develop training material, recruiting guest speakers, and to help with organizing the services directed to clients
- Provide direct services to refugee clients including creating resumes, cover letters, and job applications as needed
- Accompany clients to job preparation activities and interviews, coaching clients so they can attend these events independently in the future
- Support the economic empowerment team in creating career path documents that will guide future refugees with a specific career objective
- Advocate for clients' rights in the labor market by providing references for clients and meeting with employers to educate them about the benefits of hiring IRC clients
- Other duties as identified by Employment Specialists

Preferred:

- Owns a vehicle; willing to use personal vehicle to transport clients, donations, etc.
- Self-motivated; able to work independently
- Ability to collaborate with fellow interns to create/teach trainings. This is a team focused internship, so friendly, motivated, and team spirited qualities are needed
- Excellent communication and writing skills; including cross-cultural communicative skills
- Works well in a fast-paced environment and adapts quickly to change

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- Confident in public speaking, or interest to develop these skills
- Strong interest in refugee and asylee issues as well as in workforce development
- Language skills in Amharic, Arabic, Burmese, Dari, Farsi, French, Kinyarwanda, Spanish, Hindi, or Swahili are a plus
- Three month minimum. Required 20+ hours/week.
- Willingness to work outside of the typical 9:00am-5:00pm work day, as needed
- Preference to current students and recent graduates.*

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