



Exodus Refugee Immigration Internship Program

Exodus Refugee Immigration is a 501(c) (3) nonprofit organization, which has a long history of welcoming refugees and asylees from many countries, cultures, languages, faiths, and political opinions. We began in 1981 with the mission to serve the legal needs of immigrants and Cuban refugees who had arrived as part of the Mariel boatlift in 1980. Since that time, Exodus has helped thousands of refugees and asylees establish their lives in Indiana. In its 36-year history, Exodus has served refugees from more than 50 countries. Our board of directors, staff, and volunteers are passionate about securing the dignity and human rights of people around the globe.

In 2019, we welcomed **394 refugees** from the following countries: Burma, Democratic Republic of Congo, Syria, Afghanistan, Central African Republic, Eritrea, Ethiopia, El Salvador, Guatemala, Ivory Coast, and Sudan.

ABOUT OUR INTERNSHIPS

- All internships are unpaid. Interns are reimbursed for mileage but are otherwise responsible for all costs of living. We are happy to support interns who wish to get academic credit for their work with Exodus.
- Internship commitments vary but preference will be given to applicants who are available for a **minimum of 16 hours per week for 10 weeks or more**.
- To apply, please complete an internship application on our website. You will be asked to attach your cover letter and resume in the application. Development and Communications interns must also include 2 writing samples.
- **If you have any questions, please contact Sara Hindi, Community Engagement Coordinator, at shindi@exodusrefugee.org.** Please note that final program placement will be determined by Exodus staff.

QUALIFICATIONS

- Ability to relate to individuals from diverse ethnic, cultural and socioeconomic backgrounds and to work with them in a fair, supportive and cooperative manner
- Commitment to the human rights and general welfare of asylum seekers, refugees and immigrants
- Capable of working in a fast-paced, multicultural office environment, taking initiative, and handling multiple assignments at once while meeting deadlines
- Ability to maintain organized records
- Demonstrate respect for client privacy and maintain confidentiality
- Maintain an appearance and conduct suitable for working with the public
- Adheres to schedule but demonstrates a willingness to be flexible
- Proficient in Microsoft Word and Excel and other Windows applications
- Reliable transportation, valid driver's license & car insurance, and willingness to provide transportation to clients (not required)

Contact Sara Hindi, Community Engagement Coordinator, at 317.921.0836 or shindi@exodusrefugee.org for more information.

PROGRAM DESCRIPTIONS

DEVELOPMENT & COMMUNICATIONS INTERN

The Development Intern will assist with the fundraising and communication efforts of Exodus Refugee. These activities include:

- Assist with donor engagement and stewardship by crafting thank you letters, creating videos, and developing special events/recognition programs.
- Assist with developing and writing content for a monthly e-newsletter, website, and social media.
- Assist with securing donated items for Exodus' silent auction.
- Design fliers, invitations, infographics and other special communications.
- Manage the front desk when needed
- Summer internships focus on the planning and implementation of two key events: World Refugee Day and the Celebrate the Life Ahead gala.
- Must have strong written communications skills, graphic design skills (Adobe, inDesign, Photoshop, or similar), and attention to detail. Comfortable working with diverse populations. Ability to be flexible in a fast-paced, collaborative environment. HTML skills a plus.

Two writing samples required.

1. Create sample "World Refugee Day" communications for Exodus' Twitter, Facebook, and Instagram. You may use content from the web (including Exodus' website) to create posts. World Refugee Day is June 20 each year.
2. Write a sample thank you letter for a donor who makes a gift to Exodus. You decide the details.

FINANCE INTERN

The Finance Intern will assist the Finance Manager in both managerial and financial accounting endeavors. This internship will give insight to the ways in which a nonprofit's finance and development departments operate. Tasks and projects involve knowledge of accounting principles for preparation of financial statements and assistance in account reconciliations. Independent judgement and thought processes are needed for analyzing accounts and financial statements. Accuracy, timeliness, and relevance are all characteristics needed to perform this role well. Specific activities include:

- Implement, and recommend fiscal policies and procedures that will result in sound fiscal management
- Assist with daily operating activities (e.g. processing expense forms, recording deposits, etc.)
- Work with General Ledger Accounts
- Assist with month-end closing and journal entries:
 - Reconciliation of bank statements
 - Accounts receivable/grant reimbursements
 - Accrued expenses
 - Deferral entries
- Track and update federal, state and foundation grants

- Analyze, interpret and communicate financial operating results, as well as, produce and present Financial Statements to key stakeholders (e.g. Income Statement, Balance Sheet, Statement of Cash Flow)
- Strategize and make recommendations for any deviation from the organization's operating budget
- Assist with development & fundraising activities as needed
- Manage the front desk and assist with other administrative tasks as needed

INTENSIVE CASE MANAGEMENT INTERN

The Intensive Case Management Program at Exodus provides case management in a variety of ways for clients who have additional barriers to self-sufficiency beyond the intimal service period. Case Management activities include assisting clients in navigating the healthcare system, linking to specialist appointments, applying for medical insurance programs, providing one-on-one training and cultural orientation, and connecting clients to community resources. Interns will provide support and assistance to clients (including Refugees, Asylees, Secondary Migrants, Certified Victims of Human Trafficking, and Special Immigrant Visa holders) in various ways, which may include, but is not limited to:

- Scheduling medical appointments and follow up about medical bills
- Assisting clients with transportation to and from various appointments including medical and public benefits (this requires a lot of driving and/or accompanying clients on the Indygo Bus System)
- Connecting clients to community resources including affordable housing, legal, mental wellness, financial assistance, disability services, and public benefits
- One-on-one or small group training with clients on topics including budgeting, bill paying, public transportation, grocery shopping, home care, and navigating the healthcare system
- Specialized projects related to client need(s)
- Update case notes in a timely and accurate manner
- Manage the front desk when needed

LCORE (LANGUAGE, CULTURAL ORIENTATION AND READINESS FOR EMPLOYMENT) INTERN

Our Language, Cultural Orientation and Readiness for Employment (LCORE) class is a thirty-six session, eighteen-week program designed to teach practical English language skills as well as the skills necessary to facilitate cultural transition in the U.S. These skills include completing job applications, writing checks, filling a prescription, reporting a problem to the apartment office, and interviewing for a job. TESOL coursework and/or experience preferred. Intern duties include the following:

- Assist with teaching and preparing for English as a Second Language classes held four times per week at the Exodus office
- Tutor clients English in their homes
- Assist with record-keeping and assessment
- Help clients access additional learning opportunities
- Perform general office duties such as preparing and organizing classroom materials and supplies
- Teach clients how to ride the InyGo bus
- Manage the front desk and assist with other administrative tasks

RECEPTION & PLACEMENT (R&P) INTERN (Due to low refugee arrivals, this program is closed for 2020.)

The R&P team provides initial services to orient refugees to life in the U.S. Interns will have direct client interaction with new arrivals. ***Interns will be providing transportation to and from appointments for clients.***

Intern duties may include the following:

- Assisting refugees with applying for social security & welfare benefits
- Orienting refugee to U.S. Society/Culture through everyday interaction
- Accompanying clients to health screenings and doctor's appointments
- Scheduling doctor's appointments and transportation
- Updating case notes in a timely and accurate manner
- Administrative tasks & other duties as assigned
- Managing the front desk when needed

SELF-SUFFICIENCY PROGRAMS INTERN

Exodus' success is measured in part by the self-sufficiency of our clients. Securing stable employment and managing finances are important factors in clients reaching self-sufficiency. Interns will provide support and assistance to clients (including refugees, asylees, secondary migrants, certified victims of human trafficking, and Special Immigrant Visa holders from Iraq and Afghanistan) in various ways, which may include:

- Researching job opportunities and assisting clients with job applications
- Coordinating and providing transportation for clients to job interviews
- Providing job skills training including interview preparation and resume writing
- Teaching clients how to use public transportation
- Working with the Employment Team Staff to support program compliance and client assistance
- Updating case notes in a timely and accurate manner
- Assistance with setting up bank accounts and one-on-one financial training
- Linking to community resources
- Specialized projects related to client need(s)
- Manage the front desk when needed

WOMEN'S AND STATE HEALTH INTERN

The Women's and Health Programs at Exodus focus on providing additional support and education to help clients overcome barriers to self-sufficiency. Case Management activities include assisting clients in navigating the public benefits healthcare system, applying for medical insurance programs, accessing childcare, providing one-on-one training and cultural orientation, and connecting clients to community resources. Education activities include weekly women's groups and health trainings on topics ranging from accessing health insurance to specialized chronic health care to parenting. Interns will provide support, assistance and education to clients (including Refugees, Asylees, Secondary Migrants, Certified Victims of Human Trafficking, and Special Immigrant Visa holders) in various ways, which may include, but is not limited to:

- Connecting clients to community resources including affordable housing, legal, mental wellness, financial assistance, disability services, and public benefits
- Scheduling appointments with clients
- Assisting clients with transportation to and from various appointments including medical and public benefits (this requires a lot of driving and/or accompanying clients on the Indygo Bus System)
- Provide assistance to the Women's Program Coordinator for weekly Women's Groups
- Provide assistance to the Health Navigator conducting weekly health trainings
- One-on-one or small group training with clients on topics including budgeting, bill paying, public transportation, grocery shopping, accessing public benefits, accessing a bank account and home care
- Specialized projects related to client need(s)
- Update case notes in a timely and accurate manner
- Manage the front desk when needed

YOUTH PROGRAM INTERN

The Youth Program provides services that assist refugee youth with gaining the skills to make a successful transition from childhood to adulthood with the recognition that refugee youth face the significant challenge of simultaneously navigating two cultures. The program's focus is accordingly on refugee student education and integration into their new community. Intern duties may include the following:

- Assist with school enrollments for newly arrived families
- Organize school uniforms and school supplies
- Accompany clients to doctor's appointments
- Manage the front desk when needed
- Assist with other administrative tasks