



Exodus Refugee Immigration Internship Program

Exodus Refugee Immigration is dedicated to the protection of human rights by serving the resettlement needs of refugees and other forcibly displaced people fleeing persecution, injustice, and war by welcoming them to Indiana. 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 establish their lives in Indiana. In its 40-year history, Exodus has served refugees and other forcibly displaced populations from 50 different countries. Our board of directors, staff, and volunteers are passionate about securing the dignity and human rights of people around the globe. Exodus Refugee Immigration is a 501(c) (3) nonprofit organization.

In 2020, we welcomed **175 refugees** from the following countries: Burma, Democratic Republic of Congo, Syria, Afghanistan, Sudan and Eritrea.

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 Jericho Jones, Volunteer Coordinator, at jjones@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)

PROGRAM DESCRIPTIONS

DEVELOPMENT INTERN

The Development Intern will assist with the fundraising 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.
- Summer internships focus on the planning and implementation of two key events: World Refugee Day and the Celebrate the Life Ahead gala.
- Manage the front desk when needed
- Must have strong written communications skills and attention to detail. Comfortable working with diverse populations. Ability to be flexible in a fast-paced, collaborative environment.

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.

HOUSING INTERN

The Housing team delivers support to refugees through our Reception and Placement Program. The housing team works with various properties and apartment communities to provide a new home for refugees. Interns will assist and collaborate with the housing team to provide a welcoming home for newly arriving refugees.

Intern duties may include the following:

- Assist with maintaining client storage area
- Compile housing items for new arrival set ups
- Accompany clients to change over housing utilities
- Assist housing specialists with apartment arrangement and set ups
- Provide additional home orientation for client(s)
- Research affordable housing items for new arrival set ups
- Administrative tasks & other duties as assigned

PREFERRED COMMUNITIES CASE MANAGEMENT INTERN (Part-Time)

The Preferred Communities Case Management Program at Exodus provides case management in a variety of ways for clients who have additional barriers to self-sufficiency beyond the initial 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) classes are designed to teach practical English language skills as well as the skills necessary to transition to life 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 days per week at the Exodus office or online
- Assist clients in joining online classes as needed
- Perform record-keeping and assessment tasks
- 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 IndyGo bus as needed
- Assist with managing the front desk and with other administrative tasks as assigned

RECEPTION & PLACEMENT (R&P) INTERN

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

STATE HEALTH INTERN

The State Health Program at Exodus ensures that Exodus clients are connected to affordable and culturally/linguistically competent medical care. This goal is achieved by identifying and removing obstacles preventing clients from accessing care. The program also schedules and leads health workshops and events to educate clients about health-related issues and U.S. healthcare systems. 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 it not limited to:

- Scheduling medical appointments for clients and accessing health services

- Helping clients apply for Social Security Income
- Assisting in applying for public assistance benefits
- Helping organize monthly health educational trainings
- Managing the front desk when needed

WOMEN'S PROGRAM INTERN

The Women's Program at Exodus focuses 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

RESETTLEMENT INTERN (EXODUS REFUGEE – BLOOMINGTON OFFICE ONLY)

The Resettlement Intern provides a wide variety of assistance and support to the operations of the Exodus Bloomington office. Interns will have direct interaction with clients, volunteers, and other community partners as they join our staff in establishing new refugee communities in Bloomington. Interns in this position may engage in a large scope of tasks, including (but not limited to):

- Assisting refugees with applying for social security & welfare benefits
- Accompanying clients to health screenings and doctor's appointments
- Scheduling doctor's appointments and transportation
- Updating case notes and relevant databases in a timely and accurate manner
- Coordinating housing supply and food deliveries to client houses
- Researching job opportunities and assisting clients with job applications
- Coordinating and providing transportation for clients to job interviews
- Teaching clients how to use public transportation
- Assistance with setting up bank accounts
- 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, accessing public benefits, accessing a bank account and home care
- Conducting community presentations for refugee resettlement awareness and volunteer recruitment
- Assist with school enrollments for newly arrived families
- Other projects and tasks assigned by supervisor