



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 late 2021, Exodus opened its second office in Bloomington, Indiana and began welcoming new arrivals. Since then, the Bloomington suboffice has welcomed nearly 500 refugees into the local community, representing over 20 different countries and 20 different languages.

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 12 hours per week for 10 weeks or more (totaling a minimum of 160 hours per semester or summer term)**.
- To apply, please complete an internship application on our [website](#). You will be asked to attach your cover letter and resume to the application.

If you have any questions for the Bloomington internship program, please contact Sarah Owen, Community Engagement Coordinator, at sowen@exodusrefugee.org.

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 for all positions)



RESETTLEMENT INTERN—PROGRAM DESCRIPTION

Due to our office's modest size and small staff, interns with the Bloomington suboffice will participate in multiple service programs throughout the agency. Interns will have the opportunity to work with various staff members; they will assist with client services provided through both the Self-Sufficiency Program and the Refugee Support Services (RSS) Program. Tasks may include but are not limited to:

Assisting the Self-Sufficiency (Employment & Education) Team:

- Researching job opportunities and assisting clients with job applications
- Providing job skills training including interview preparation and resume writing
- Teaching clients how to use public transportation to navigate to their place of employment
- Assistance with setting up bank accounts and demonstrating how to use mobile banking
- Specialized projects related to client need(s)

Assisting the RSS Case Manager:

- 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 driving and/or accompanying clients on the bus)
- 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)