

INTERNSHIP AREAS

We offer 5 different internships, each focusing on a different aspect of the work we do at Exodus. All internship programs are in person only, with the exception of Adult Education which can be hybrid.

- Adult Education
- Development and Events
- Employment
- Extended Services
- Legal Services (Paralegal or Legal Assistant)

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 a cover letter and resume. Development and Events interns must also include 2 writing samples.

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)

INTERNSHIP PROGRAM DESCRIPTIONS

ADULT EDUCATION INTERNSHIP

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 three days per week at the Exodus office and 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
- Assist the housing team when needed

DEVELOPMENT AND EVENTS INTERNSHIP

The Development and Events Intern will help with the fundraising efforts of Exodus and other events planning activities. 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
- Intentional focus on the planning of two key events: World Refugee Day and the Celebrate the Life Ahead gala
- Manage the front desk when needed
- Assist the housing team 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 made a gift to Exodus. You decide the details.

EMPLOYMENT INTERNSHIP

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
- Assist the housing team when needed

SUPPORTIVE SERVICES INTERN

The Supportive Services 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 in this position will also assist programs such as the Trafficking Victims Assistance Program or Services for Asylum Seekers. 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)
- 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
- Update case notes in a timely and accurate manner
- Manage the front desk when needed
- Assist the housing team when needed

LEGAL SERVICES INTERNSHIP (LEGAL ASSISTANT OR PARALEGAL)

The Legal Department Intern provides support to the Exodus Legal Team as they assist refugees in their navigation of immigration courts and various applications for legal status in the United States. Duties can include making phone calls to clients, assisting in completing various applications (Green Card, Citizenship, TPS, SIV, etc.), legal research, paralegal activities, and even assisting with planning and operating Legal Service events. Interns in this position may engage in a variety of tasks, including (but not limited to):

- Assist with legal service enrollments for newly arrived families
- Make phone calls to clients with legal status updates and answer questions
- Email community partners for referrals
- Assist in completing various legal applications
- Assist with planning and operating legal events
- Assist with other administrative tasks

Contact LJ Rudman, Volunteer and Outreach Coordinator, at LRudman@exodusrefugee.org for more information about our internships.