

**Exodus Refugee Immigration Internship Program**

Exodus Refugee Immigration Inc. began in 1981 to serve the legal needs of immigrants and to respond to Cuban refugees that resulted in the Mariel Boatlift in Cuba. In its 30 year history, Exodus has had the responsibility and privilege to extend a warm welcome to these courageous persons seeking safety, freedom and a new home. Beyond hospitality Exodus’ role is also to provide the goods, services, support and resources necessary to empower these newcomers so that they can achieve self-sufficiency and create the secure and free life that every person deserves.

Exodus’ clients include individual refugees and refugee families (children, adults, and elders). Males and females are equally served. Certified victims of human trafficking, asylees, secondary migrant refugees are also served by Exodus. The largest populations currently served by Exodus are Burmese, Iraqi, and Eritrean refugees, amongst others.

**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.**

• Please submit a cover letter indicating which program(s) are of interest to you as well as your resume to Jessica Kroymann, jkroymann@exodusrefugee.org. Please note that 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

• Must be capable of working in a fast-paced, multicultural office environment, take initiative, be able to handle multiple assignments at once and meet 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 but preferred)

**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; this will require a lot of driving.*** 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 casenotes and maintaining case files in a timely and accurate manner
* Administrative tasks & other duties as assigned

**Special Medical-Intensive Case Management Intern**

For many reasons, newly arriving refugees struggle to take an active role in managing their healthcare. This program provides the one-on-one engagement needed to help refugees overcome obstacles preventing medical care, access care, and learn to self-manage ongoing care. ***Interns will be providing transportation to and from appointments for clients; this will require a lot of driving.*** Intern duties may include the following:

* Assisting refugees with doctor's appointments/ special medical coordination
* Updating casenotes and maintaining case files in a timely and accurate manner
* Administrative tasks & other duties as assigned
* Orienting refugee to U.S. Society/Culture through everyday interaction

**Self-Sufficiency Programs Intern**

Exodus’ success is measured in part by the self-sufficiency of our clients. Interns will provide support and assistance to clients (including refugees, asylees, secondary migrants, certified victims of human trafficking, Cuban Parolees, and SIVs from Iraq and Afghanistan) in the following ways:

* Researching job opportunities and assisting clients with job applications
* Coordinating and providing transportation for clients to job interviews
* Providing job skills training & assisting with employment workshops
* Teaching clients how to use public transportation
* Working with the Employment Team Staff to support program compliance and client assistance
* Shadowing the Employment Staff and assisting with program orientations and financial meetings
* Administrative tasks include: client intakes, updating and organizing client files and database, etc
* Specialized projects related to client need(s)

**LCORE (Language, Cultural Orientation and Readiness for Employment) Intern**

The LCORE intern will assist with the preparation of lesson plans and materials used in English classes. The intern will also teach at least one class each week. Additional responsibilities include monitoring and entering attendance data, assisting with the development of new classroom activities, helping clients access additional learning opportunities, and general office duties such as filing and organizing classroom materials and supplies.

**DEVELOPMENT & COMMUNICATIONS INTERN**

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

* Conduct research on prospective donors, corporations, organizations, and foundations to identify new funding opportunities.
* 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. Also design fliers, invitations, info graphics and other special communications.
* Represent Exodus at community events and assist new partnerships and donation drives.
* Assist with developing and implementing small fundraising events (Gathering for Good events) at Exodus or a local business.
* 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.