

**Ethiopian Community Development Council, Inc.**  
901 S. Highland Street Arlington, Virginia 22204

**INTERNSHIP ANNOUNCEMENT**

**Position Title:** R&P Family Reunification (Data Management) Intern  
**Department/Division:** Refugee Resettlement and Integration  
**Reports to:** R&P Program Officer for Family Reunification  
**Internship Location:** Arlington, VA

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a non-profit, community-based organization that advocates on behalf of refugee and immigrant issues; conducts cultural, health education, and socio-economic development programs; and resettles refugees in the U.S. through a network of affiliate partners. While organized to respond initially to the needs of a growing Ethiopian community in the Washington, D.C., area, ECDC from its inception has been serving newcomers from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants.

**Internship Summary.** The Reception and Placement (R&P) Program Intern provides support to the Family Reunification program at ECDC by supporting with data entry, analysis, and data management; following up on AOR and RIF applications and corrections; tracking updated clients' information; and assisting with developing Family Reunification survey tools.

**Sample Duties**

1. Assists in the processing and submission of family reunification applications, including Affidavits of Relationship (AOR) and Refugee Information Forms (RIF).
2. Provides targeted feedback on required AOR corrections or updates, if needed; and updating and maintaining detailed tracking of application submissions to ensure accuracy and timeliness
3. Assists in developing a survey tool to enhance program implementation. Assists with following up with affiliates on survey question submissions, data entry, and data management
4. Assists in the data entry, clean-up, analysis, and management of clients in the ECDC Family Reunification tracking sheet and database including and updating clients' information, such as contact information, address, and family compositions. supporting with data entry, analysis, and data management, following up on AOR and RIF applications and corrections; tracking updated clients' information, and assisting with developing survey tools.

**Qualifications**

- Interest in domestic refugee resettlement and/or refugee and immigration policy issues.
- Sophomore-level standing at college or university. Majors: Political Science, International Relations/Global Studies, Sociology, or similar fields of study.
- Strong written and verbal communication and organization skills.
- Proficient with Microsoft Office. Online database and/or website skills are a plus.
- Ability to plan and manage work to meet deadlines.
- Ability to relate professionally to and collaborate with diverse individuals in a multicultural environment.

**Schedule**

ECDC generally offers this internship as either a part-time (20 hours/week) position or a full-time (40 hours/week) position for the Fall, Spring, and Summer terms. However, an alternate schedule can be arranged.

**Compensation**

This internship is unpaid. However, ECDC offers a local travel stipend for this position.

**To Apply:** Please submit by e-mail a cover letter and a resume to: [hr@ecdCUS.org](mailto:hr@ecdCUS.org).