

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

INTERNSHIP ANNOUNCEMENT

Position Title: Reception & Placement Family Reunification Intern (Training)
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 producing training materials and client-facing resources to enhance ECDC's affiliates' ability to process family reunification applications.

Sample Duties

1. Assists in updating family reunification program training and training materials for affiliates.
2. Assists in developing knowledge management materials (flyers, banners, and brochures) for affiliate offices and provide support with information dissemination about the program on ECDC website and other platforms.
3. Assists in documenting the success stories of R&P clients who arrived through ECDC's family reunification program.
4. Assists in planning and executing training events for affiliate staff, including training for new directors and managers and ECDC's annual national training for affiliates.

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.
- Ability to adjust to changing work tasks and priorities.

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.