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

INTERNSHIP ANNOUNCEMENT

Position Title:	Preferred Communities (ICM) Program Intern
Department:	Initial Resettlement and Integration
Reports to:	Senior Program Officer
Location:	ECDC Headquarters located in Arlington, VA

About ECDC: 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.

About the Preferred Communities (PC) Program: The PC program is funded by the Office of Refugee Resettlement (ORR) and helps refugees with vulnerabilities become self-sufficient and integrated by providing them with individualized intensive case management (ICM). The twin goals of the PC program are the successful resettlement and integration of especially vulnerable refugees (and other ORR client populations), and the enhancement of PC service providers' agencies' capacity to serve such populations at new or established PC locations.

Internship Summary: The intern supports ECDC's PC/ICM program by conducting research on best practices, collecting and analyzing data, and producing deliverables to enhance ECDC's HQ and affiliate network capacity. Interns will also collaborate with headquarters staff to design engaging visual templates, create graphics that simplify program policies and processes, and develop a dashboard highlighting key monitoring findings.

This internship offers meaningful exposure to program development, policy research, data visualization, and cross-team collaboration. Interns will build practical skills in research, strategic communication, and systems organization—while contributing to work that supports refugees and immigrant communities nationwide.

Sample Duties

- Review PC ICM training materials and support updates based on lessons learned and best practices.
- Assist in developing training materials, including short-form instructional videos on topics such as Self-Sufficiency Plans (SSP), SMART goal development, case note writing, and other tools and resources used by affiliate sites and ECDC HQ.
- Develop and integrate links to resource materials addressing frequently asked questions within training sessions.
- Support the migration and updating of training materials into current training platforms (e.g., Canva and other software).

- Develop a comprehensive resource guide, such as an affiliate internal training template for new and existing staff.
- Conducting a review and mapping of files in the ECDC Dropbox, archiving outdated documents, and transferring the latest versions to ECDC SharePoint.
- Perform other related duties as assigned.

Qualifications

- Interest/Knowledge in domestic refugee resettlement and/or other refugee-focused programs.
- Junior-level standing at college or university. Majors: Social Work, Sociology, Public Health, Education, 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.
- Strong skills in developing training materials and producing instructional materials (recording screen demonstrations or live action, editing video and audio, producing graphics for online learning, etc.)
- Ability to plan and manage work to meet deadlines.
- Ability to relate professionally to and collaborate with diverse individuals in a multicultural environment.

To Apply

Please submit by e-mail, (1) a cover letter; (2) a résumé; and (3) a writing sample (3-5 pages) to: hr@ecdcus.org

Qualified applicants will be contacted for an interview.

Schedule

ECDC offers this internship as either a part-time (20 hours/week) position or a full-time (40 hours/week) position for the Spring and Summer.

	Spring	**Summer**	**Fall**
Minimum Time Commitment	20 hours a week for 10 weeks	20 hours a week for 10 weeks	20 hours a week for 10 weeks
Application Deadlines	December 31	May 15	August 31
Internship Commences	Mid-January	Early June	Mid-September

Compensation

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