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

INTERNSHIP ANNOUNCEMENT

Position Title: Preferred Communities (GAPS) Program Intern
Department: Initial Resettlement and Integration
Reports to: Associate Director of Community Integration Programs
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 GAPS (PC GAPS) Program: The PC GAPS program is funded by the Office of Refugee Resettlement (ORR). It provides intake, needs assessment, referral, and emergency financial assistance services for Afghans, Ukrainians, Cubans, Haitians, and other ORR-eligible populations arriving in the United States. PC GAPS aims to ensure successful initial services and connection to all available services while also serving as a supplement for self-sufficiency programs like PC ICM, MG, etc.

Internship Summary: In this role, interns will help strengthen program operations and knowledge management by organizing and enhancing ECDC's Resource Library, researching and summarizing state-level policies affecting clients, and contributing to professional volunteer partnership outreach strategies. 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

- Reviews and organizes ECDC Resource Library.
- Researches and summarizes policies in the states ECDC has affiliates on policies, including school enrollment, mandatory medical examinations, vaccinations, etc.
- Researches professional volunteer partnerships, drafts outreach and engagement plan.
- Assists in developing visual templates for HQ materials.
- Produces visuals to illustrate program policies and processes.
- Creates a dashboard of program monitoring findings.
- Transcribes and organizes meeting minutes and workshop notes.

- Performs other job-related duties as assigned.

Qualifications
- Interest/Knowledge in domestic refugee resettlement and/or other refugee-focused programs.
- Sophomore-level standing at college or university. Majors: Political Science, International Relations/Global Studies, Conflict Resolution, 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.
- 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.