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

INTERNSHIP ANNOUNCEMENT

Position Title:	Program of Initial Resettlement (PIR) Intern
Department	Initial Resettlement and Integration
Reports to:	Team Lead of Matching Grant Program
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 Program of Initial Resettlement: The Program of Initial Resettlement (PIR), funded by the Office of Refugee Resettlement, supplements refugee resettlement programming within ECDC's affiliate network by providing initial resettlement services to eligible clients. The PIR is designed to serve newly arriving refugees and Special Immigrant Visa holders (SIVs).

Through the PIR program, ECDC's affiliates provide a range of initial resettlement services to help vulnerable ORR-eligible individuals successfully resettle and assimilate into life in the United States. PIR services are time-limited and intended to assist clients during their initial resettlement period. Through the PIR, clients receive services for a minimum of 30 days and may continue for up to 90 days following the client's arrival at their final destination in the U.S.

Internship Summary: The PIR intern provides administrative support to ECDC's national program staff, conducts research on best practices, collects and analyzes data, and produces deliverables to enhance ECDC's HQ and affiliate network capacity.

Sample Duties

- Collect, review, and analyze data related to PIR programming.
- Organize and enhance program documentation and reports.
- Verify data accuracy and completeness across documents related to the PIR.
- Assist with reviewing and preparing quarterly reports.
- Work with affiliates to share information on challenges and best practices.
- Assist in collecting, compiling, and editing the PIR client's success stories.
- Assist in developing training and technical assistance tools for ECDC HQ and affiliates' staff.
- Identify new strategies and opportunities for resource development and volunteer engagement.
- Identify new integration opportunities for participating clients throughout the ECDC PIR affiliate network.
- Perform other resettlement-related duties as assigned.

Qualifications

- Prior academic coursework or a sophomore-level standing at college or university in the following fields: conflict resolution, political science, anthropology, international relations, global studies, social work, sociology, education, economic development, or similar fields of study.
- Demonstrated passion for advancing the socio-economic human rights of refugees, asylees, immigrants, and other displaced persons.
- Interest/knowledge in domestic refugee resettlement, employment, or other refugee-focused programs.
- Prior experience and/or interest/knowledge in cross-cultural communication, education/curriculum development, volunteer engagement, and/or resource development
- 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.