

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

INTERNSHIP ANNOUNCEMENT

Position Title: Matching Grant Program Intern
Department/Division: Community Integration
Reports to: Associate Director of Community Integration Programs
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.

The Matching Grant (MG) program, funded by the Office of Refugee Resettlement, supplements refugee resettlement programming within ECDC's affiliate network by providing employment services to eligible clients. The program helps refugees, asylees, victims of trafficking, Cuban/Haitian entrants, certain Amerasians from Vietnam, and Special Immigrant Visa holders. Since ECDC began administering the program in 1995, it has assisted over 13,500 clients.

Through the MG program, ECDC's affiliates provide a range of job readiness services to help clients obtain employment quickly. In addition to these direct employment services, they provide maintenance assistance in the form of a monthly cash allowance, rent and utilities payments, and transportation. The primary purpose of these services is to help newcomers gain employment within 120 to 180 days of arrival in the U.S.

Internship Summary: The MG Program 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

- Identify new enrollment outreach strategies for asylees and other eligible non-R&P client populations
- Develop affiliate toolkit for expanding employment network with local labor market, vocational training providers, and partner organizations
- Implement weekly/bi-weekly communication series (best practices, challenges, online resources, employment opportunities);
- Assist in developing training and technical assistance tools for ECDC HQ and affiliates staff.
- Identify new economic integration opportunities for participating clients throughout ECDC MG affiliate network.
- Collect, review, and analyze data related to MG programming.
- Work with affiliates to share information on challenges and best practices.

- Assist in troubleshooting ECDC’s database as needed.
- Assist in collecting, compiling, and editing MG client’s success stories.
- Perform other job-related duties as assigned.

Qualifications

- Prior academic coursework or a sophomore-level standing at college or university in the following fields: political science, anthropology, international relations, global studies, conflict resolution, social work, sociology, education, economic development, or similar fields of study.
- Strong research skills and social science background
- Strong written and verbal communication and organization skills
- Demonstrated passion for advancing the economic integration 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, outreach, volunteer engagement; and/or resource development
- 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.
- Flexibility and a sense of humor.

To Apply

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

Please specify the internship title/position you are applying for in the email subject line.

Qualified applicants will be contacted for an interview.

Schedule

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

	Fall	Spring	Summer
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	August 31	December 31	May 15
Internship Commences	Mid-September	Mid-January	Early June

Compensation

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