

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

**INTERNSHIP ANNOUNCEMENT**

**Position Title:** Preferred Communities 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 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 Preferred Communities (PC) Program intern provides support to ECDC's PC program, conducts research on best practices, collects and analyzes data, and produces deliverables to enhance ECDC's HQ and affiliate network capacity.

**Sample Duties**

- Collects, reviews and analyzes various data points related to PC clients related to client self-sufficiency
- Develop a resource guide for PC staff at affiliate sites.
- Develop information guides and tools to supplement webinars on topics related to PC
- Works with affiliates to compile information on challenges and best practices.
- Conducts research on best practices for serving especially vulnerable clients of various backgrounds and service needs.
- Assists in collecting, compiling, and editing PC client success stories.
- Assists in developing training and technical assistance tools for ECDC HQ and affiliates staff.
- Creates tools and resources utilized by affiliate sites and ECDC HQ.
- Assists in planning and executing events such as the World Refugee Day, and other similar events.
- 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.
- Strong research skills.
- 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 e-mail, (1) a cover letter; (2) a résumé; and (3) a writing sample (3-5 pages) to: [HQintern@ecdcus.org](mailto:HQintern@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 full-time (40 hours/week) position for the Fall, Spring, and Summer.

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

## Compensation

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