

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

INTERNSHIP ANNOUNCEMENT

Position Title: Vulnerable Populations Empowerment Intern
Department/Division: Community Integration Programs
Reports to: Preferred Communities Program Officer
Location: Arlington, Virginia

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 Preferred Communities (PC) program, funded by the Department of Health and Human Services, Office of Refugee Resettlement (ORR), helps refugees and other eligible populations such as asylees, victims of trafficking, Cuban/Haitian entrants, Amerasians, and Special Immigrant Visa with vulnerabilities become self-sufficient and integrated members. Under the program, clients will be provided with individualized intensive case management (ICM) services for a period of 180 – 365 days. Types of vulnerabilities addressed under this program include: youth and young adults, single parents, women-at-risk, elderly refugees, refugees with physical disabilities or medical conditions, refugees experiencing social or psychological difficulties (including emotional trauma resulting from war, sexual or gender-based violence), survivors of torture, lesbian, gay, bisexual and transgender (LGBT) refugees, refugees who are HIV-positive, unanticipated refugee arrivals and secondary migrants.

Internship Summary: The Vulnerable Populations Empowerment 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

- Develop a newsletter related to refugee health, including strategies for providing mental health services to refugee populations
- Develop information guides and tools to supplement webinars on topics related to providing services to vulnerable refugee populations
- Develop chapters on maternal health for an information guide to be distributed to expectant refugee mothers
- Conduct research on best practices for serving especially vulnerable clients of various backgrounds and service needs.
- Collect, review, and analyze data related to PC programming.
- Work with affiliates to share information on challenges and best practices.

- Assist in collecting, compiling, and editing PC 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, or similar fields of study.
- Interest/knowledge in domestic refugee resettlement or other refugee-focused programs.
- Prior experience and/or interest/knowledge in cross-cultural communication, outreach, volunteer engagement; and/or resource development.
- Strong research skills and social science background.
- 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.
- 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.