

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

INTERNSHIP ANNOUNCEMENT

**Position Title:** R&P Program Intern - Programming  
**Department/Division:** CARI  
**Reports to:** Associate Director, Refugee Resettlement Program  
**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.

**Internship Summary.** The Reception and Placement (R&P) Program Intern provides support to the Refugee Resettlement Department at ECDC, conducting research and producing deliverables to enhance ECDC's affiliate network capacity to serve clients.

**Sample Duties**

1. Assists in updating ECDC's Community Consultations Guide, providing enhanced detail on community collaborations and private resources.
2. Assists in developing a Best Practices Guide, compiling data from ECDC's affiliate network.
3. Assists in updating ECDC's Online Training Course for Affiliate Staff.
4. Assists in researching and writing guidance for each of ECDC's affiliates about procedures for clients obtaining guardianship or custody of minors in their respective states.
5. Assists in creating extended cultural orientation guides and materials for dissemination of ECDC's R&P clients.
6. Assists in researching and writing posts and articles for ECDC's R&P Program Blog and Health Newsletter.
7. Assists in ECDC's monitoring and evaluation efforts.
8. Assists in planning and executing training events for affiliate staff, including training for new directors and managers and ECDC's annual national training for affiliates.

**Qualifications**

- Interest in domestic refugee resettlement.
- Sophomore-level standing at college or university. Majors: Political Science, International Relations/Global Studies, Sociology, or similar fields of study.
- Strong written and verbal communication and organization skills.
- Proficient with Microsoft Office and the Internet. 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.

- Ability to adjust to changing work tasks.

### To Apply

Please submit e-mail, (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) to: [HQintern@ecdcus.org](mailto:HQintern@ecdcus.org).

Please specify the internship title in the email subject line.

Qualified applicants will be contacted for an interview.

### Schedule

ECDC generally 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 terms. However, an alternate schedule can be arranged.

	<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.

ECDC is an Equal Opportunity Employer.