

Ethiopian Community Development Council, Inc.

901 S. Highland Street Arlington, Virginia 22204

INTERNSHIP ANNOUNCEMENT

Position Title: R&P Program Intern - Processing
Department/Division: CARI
Reports to: Senior R&P Program Officer for Processing
Location: Arlington, VA

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a nonprofit, 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, helping with processing activities and researching and producing deliverables to enhance ECDC's affiliate network capacity to serve clients.

Sample Duties

1. Assists in the processing and submission of family reunification applications, e.g. Affidavits of Relationships.
1. Assists in updating family reunification program training and outreach materials for affiliates.
2. Assists in quality control of case assurances and R&P reports across the ECDC network.
3. Assists in uploading and distributing bios, assurances, and medical information to affiliates.
4. Assists in tracking affiliate performance and caseload trends.
5. Assists in conducting in-house allocation meetings for optimal case placement.
6. Assists in researching and writing processing-related reports.
7. Assists in assessing ECDC's affiliate network capacity to serve vulnerable refugees, including LGBTI and Women at Risk.
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 and/or refugee and immigration policy issues.
- 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 able to develop documents, spreadsheets, and slides using Microsoft products; ability to conduct research online.
- 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 and priorities.

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.

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.

Application deadlines are included below; however, applications will be considered on a rolling basis.

	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 for this position.

ECDC is an Equal Opportunity Employer.