

Ethiopian Community Development Council, Inc.

901 S. Highland Street Arlington, Virginia 22204

INTERNSHIP ANNOUNCEMENT

Position Title: R&P Program Intern - Programming
Department/Division: Resettlement Department
Reports to: Program Officer, Refugee Resettlement Program
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, conducting research and producing deliverables to enhance ECDC's affiliate network capacity to serve clients.

Sample Duties

1. Reviews case management materials and documentation submitted by ECDC affiliates, ensuring that services delivered comply with the Cooperative Agreement.
2. Collects "success stories" from ECDC affiliates to promote promising practices across ECDC's network.
3. Supports ECDC's program team, with sample activities including: supporting training related to cultural orientation, gender, health, and/or management of minor cases; analyzing results of cultural orientation assessments; reviewing gender equity plans; and/or contributing to a health newsletter
4. Assists in ECDC's monitoring and evaluation efforts.
5. Represents ECDC at external events hosted by the wider resettlement community.
6. Assists in planning ECDC's annual training and conference.
7. 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 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.

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.

ECDC is an Equal Opportunity Employer.