



Employment Services Intern

BACKGROUND: Friends of Refugees is a faith-based nonprofit organization committed to see refugees experience abundant life in flourishing communities. We offer 8 different programs in the community of Clarkston, GA to empower refugees through opportunities that provide for their well-being, education, and employment. Our refugee neighbors have emerged as a hardy and loyal workforce for local Atlanta based employers. However, the process of finding and keeping employment can be a challenge for resettled refugees due to language and cultural barriers, lack of formal education and employment literacy. Café Clarkston, Friends of Refugees' technology center and job literacy program, helps to bridge those gaps by providing quality employment support services including soft-skill training, networking opportunities, internet access and job placement services.

SCOPE OF INTERN WORK: The Employment Services intern works approximately 15 hours a week with Café Clarkston to help refugees and immigrants find work to sustain their families and develop their skills and networks for upward mobility in America.

RESPONSIBILITIES:

- Train new clients in job search process and orient them to Café Clarkston
- Assist in running Job Ready orientation program
- Create resumes by working one-on-one with clients
- Facilitate the Café Clarkston Job Readiness Class curriculum for Café members by utilizing related teaching materials, books and former course documents.
- Report and track the progress of all Café members towards graduation including course grading, survey evaluation and increase/decrease in student performance reviews.
- Coordinate relationships between Café members and mentors for expanding and deepening social and professional networking.
- Assist clients in filling out online and paper applications
- Teach basic email and computer-based communication skills
- Research potential employers and job possibilities
- Prepare clients for job interviews
- Accompany clients to job interviews and employment orientations
- Provide general administrative support to Café team, including email correspondence to volunteers and employers.

REQUIREMENTS:

- Strong interest in working with international clients.
- Proficiency with resume writing and employment related activities.
- Proven ability to work with consideration and respect for cross-cultural differences.
- Excellent communication, organization skills and professionalism.
- Computer skills, including Microsoft Office programs and internet research.
- Enthusiasm for public speaking and mutual learning activities.
- Must have a valid driver's license and access to an insured vehicle.

COMPENSATION:

This is an unpaid position.

SCHEDULE:

We will work to accommodate your school and/or work schedule. Interns must be able to work at least 15 hours a week for at least two months. Our schedule of normal operating hours is online at www.friendsofrefugees.com.