Position Description

TITLE: Adult Economic Empowerment Intern
LOCATION: Sacramento, CA
DURATION: 4-6 months

BACKGROUND: The International Rescue Committee (IRC) responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 22 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. Domestically, our 22 offices across the U.S. ensure new arrivals have food, shelter, and clothing, and work with refugees to help them gain self-sufficiency.

SCOPE OF ADULT ECONOMIC EMPOWERMENT EDUCATION INTERN: For our clients to be become fully self-sufficient, they must be taught how to obtain gainful employment as well as financial literacy. The AEE Intern will take charge of the Job Readiness classes and its curriculum which provide refugee clients workshops on resume writing, mock interviews, and job search skills. Additionally, the intern will help facilitate IRC’s financial literacy classes that provide invaluable economic knowledge to our clients.

RESPONSIBILITIES:
- Teach and monitor workforce training/readiness courses.
- Coordinate clients to assigned classes and track attendance.
- Create and revise employment training curriculum.
- Coordinate with job readiness volunteers.
- Provide one on one assistance when needed with students.
- Outreach to agencies, policy groups, and other entities that may be of assistance.
- Help and coordinate transportation needs for client job interviews.
- Understand the details of the IRC employment program as well as other IRC programs and services.
- When needed, help with transporting refugees to appointments.

LEARNING OBJECTIVES:
1. Student will learn how to effectively teach and educate adults from low income and diverse backgrounds.
2. Student will gain knowledge on employment and workforce training programs.
3. Student will learn about IRC’s services to refugees from many different backgrounds and how best to assist them in their resettlement in the US.

REQUIREMENTS:
- Current undergrad, graduate student or recently graduated student with a focus in Adult Education, Sociology, Social Work, Political Science, or Public Policy.
- 1 to 3 years experience with teaching adults English or workforce training from low income and diverse backgrounds.
- Must have a solid knowledge of resume writing criteria as well as employment practices.
- Proficient computer use such as MS Office and Windows.
- Must be comfortable with outreaching to employers on the phone and in person.
- Valid driver’s license and a vehicle with valid insurance are required.
This position reports to the **Matching Grant Coordinator**

- This is an unpaid internship.
- Work related driving would be reimbursed.
- Internships are available for current college students, graduate students, and graduates less than 2 years post-graduation. Course credit is available if the student submits the appropriate paperwork to the Volunteer Coordinator.

**To Apply:** Submit a *résumé and cover letter* to Mark Silva, Internship Coordinator, at [VolunteerSacramento@Rescue.org](mailto:VolunteerSacramento@Rescue.org). Applications received lacking one or both of these documents will be considered incomplete.

IRC leading the way **From Harm To Home**.