### Title: Education and Employment Intern

#### Program Description:
The Refugee Resettlement Office of Catholic Charities Community Services assists refugees, asylees, and certified victims of trafficking from various backgrounds to find employment and feel secure in their new community. To help us with this goal, we are looking to bring on interns who are interested in learning about and engaging in our office functions while interacting one-on-one with refugees and asylees in order to work towards sustainable employment.

#### Major Objective:
To provide administrative support and direct educational and employment services to clients in the resettlement process.

#### Responsibilities:
- Tutoring in ESOL, computer basics, and employment readiness
- Mock interviews and interview preparation
- Resume development
- Workshop development and facilitation
- Researching education, housing, mental health, and other resources available in NYC
- Accompaniment of clients to appointments and other local community services
- Administrative assistance

#### Skill Requirements:
- Good communication and organizational skills
- Willing to travel and work in the field if necessary
- Able to work independently and balance multiple projects and deadlines at once
- Flexible, patient, compassionate, and interested in working with an immigrant and/or refugee population
- Additional language skills (particularly French, Arabic, and Spanish) are beneficial but *not* required
**Location:**
80 Maiden Lane, 13th Floor
New York, NY 10038

**Division:**
Immigrant and Refugee Services

**Potential Hours/Shifts:**

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning</strong></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>(9:00am – 1:00pm)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Afternoon</strong></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>(1:00pm – 5:00pm)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Commitment:**
10+ hours per week

**Duration:**
September 8, 2014 – December 12, 2014
*with the possibility of extension into the Spring Semester*

**Benefits:**
Interns are able to work with a diverse, multicultural staff and client population, learn more about refugee/asylee issues and the services that are available to these populations in New York City, and provide a service to the office that is integral in assisting refugees, asylees, and certified victims of trafficking.

**Field Supervisor and Contact Info.:**
Jinah Kim, ESOL and Employment Trainer
Phone: (212)-419-3720
Email: Jinah.kim@archny.org

**How to Apply:**
To apply, email your resume and cover letter to Jinah Kim at Jinah.kim@archny.org with “Education and Employment Intern Fall 2014” as the subject line.

**Application Deadline**
Applications will be reviewed on a rolling basis until the final deadline on *Friday, August 15th, 2014.*