

Employment Services Internship

- Location:** 3507 W Lawrence Ave; Chicago, IL 60625
- Length of Opportunity:** 1 Semester, Summer, or Full Academic School Year
- Hours per Week:** 15 - 40 hours, unpaid
- General Function:** World Relief Chicago, along with local church partners, serves refugees, asylees and immigrant populations through case management services, English language training, mental health services, immigration legal services, and youth programs. Interns are a valued part of our team!

This internship is a unique opportunity to gain professional experience and cultivate your interests in social justice, community development, and cross-cultural perspectives by supporting case managers and employment staff in service provision for refugee and asylee clients.

- Duties:**
- Take clients to job interviews and assist with completing job applications
 - Help clients prepare for job interviews by providing encouragement, practice with job interview questions and obtaining necessary documentation for employment
 - Counsel clients on American culture and the American workplace to make their transition to life in the U.S. easier
 - Assist clients in applying for documents needed such as a state ID
 - Assist clients in applying for unemployment benefits
 - Complete case notes on work and the paperwork needed for case files
 - Assist with grant documentation and maintain grant recipients case file
 - Assist in the development of new jobs and employers for refugees
 - Assist employment counselors in providing cultural orientation and employment preparation trainings for refugees
 - Attend weekly Department meetings and provide updates on work

Knowledge, Skills, & Abilities:

- A strong interest in humanitarian issues
- Sensitivity to other cultures and backgrounds
- Adaptable to changing plans and a fast-moving environment
- Preferred education and/ or experience in International Relations, International Studies, Social Justice, Social Work, Business Administration or a related field
- Flexible, energetic and motivated team player.
- Ability to start and work on projects independently and follow through to completion.

Experience Required:

We are seeking confident, humble candidates who are detail and goal-oriented, self-directed, empathetic, and cross-culturally competent. You should have a demonstrated ability to communicate professionally, to prioritize and manage responsibilities, and to learn new things. You should support the mission, vision, and values of World Relief Chicago.

Work Environment:

- Office located in Albany Park, a diverse neighborhood in Chicago, IL
- Easily accessible by public transportation
- In-office coffee, tea and occasionally baked goods
- Co-workers who are helpful and passionate about what they do!

To apply for this position, please send a resume and cover letter to chicagointernships@wr.org