

**Servant Leadership Summer Internship Placement Site  
Job Description Information Sheet  
Summer 2019**

**Organization Name:** Friends of Refugees - Refugee Career Hub

**Address:** 1019 Rowland St. Clarkston, GA 30021

**Phone:** 770-367-2830

**Web site:** [www.careerhubclarkston.com](http://www.careerhubclarkston.com)

**Internship Supervisor:** Lauren Brockett, Director of the Refugee Career Hub

**Supervisor's contact information including e-mail.** [lauren@friendsofrefugees.com](mailto:lauren@friendsofrefugees.com)

**Organization's Mission Statement:** To provide refugees and immigrant with opportunities for well-being, education and employment.

**Summary of organization's primary programs and services:**

**BACKGROUND:** Friends of Refugees is a faith-based nonprofit organization committed to see refugees experience abundant life in flourishing communities. We offer 6 different programs in the community of Clarkston, GA to empower refugees through opportunities that provide for their well-being, education, and employment.

Six programs comprise Friends of Refugees, including the Refugee Career Hub, Embrace, Refugee Family Literacy, Youth After School Tutoring/Summer Spectacular Camp, and the Jolly Ave. Community Garden.

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. The Refugee Career Hub, 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.

**Intern's title:** Employment Services Intern

**Number of interns requested:** 1

## **Internship project/job description:**

**SCOPE OF INTERN WORK:** The Employment Services intern works approximately 15 hours a week with the Refugee Career Hub to help refugees and immigrants find work to sustain their families and develop their skills and networks for upward mobility in America. Objectives include (1) Understand foundational knowledge of a faith-based nonprofit organization including history, current services, staff and organizational leadership, (2) Gain exposure to program management, human resources and talent acquisition, impact analysis, adult education and training methods, support staff management, social media/marketing skills and (3) Acquire cultural competency and sensitivity training for the workforce.

## **RESPONSIBILITIES:**

- Train refugees, immigrants and Clarkston residents in job search strategies, Friends of Refugees' process and orientation to the Refugee Career Hub membership.
- Build resumes, assist with online applications, and other related job preparation services to walk-in clients.
- Facilitate the Refugee Career Hub Job Readiness Class curriculum for Hub members by utilizing related teaching materials, books and former course documents.
- Report and track the progress of all Hub members towards graduation including course grading, survey evaluation and increase/decrease in student performance reviews.
- Compile program impact data by evaluating monthly reports, annual program trends and benchmarked data from external stakeholders and partners
- Strengthen business development initiatives by conducting a geographical search map for new employers based on target sectors
- Collect impactful stories from volunteers and job seekers during the week and journal your own relationships with Cafe members on a weekly basis.
- 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 Hub team, including email correspondence to volunteers and employers.

## **Qualifications:**

## **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.

**Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:**

Every intern will be required to participate in the Friends of Refugees orientation training. Orientations occur twice a month and registration dates are always advertised on the Friends of Refugees website: [www.friendsofrefugees.com](http://www.friendsofrefugees.com)  
Participants will be provided with a volunteer/intern registration link after attending the on site, in person orientation. The link will prompt you to agree to a background check.

**Will the internship require that the student have a car? Yes**

**Is placement site accessible by public transit or other transportation options? Yes**