



## **Immigrant and Refugee Employment Program Internship**

**Job Title:** Employment Program Intern  
**Commitment:** At least 3 months; available at least 10 hours per week  
**Application Process:** Please send a cover letter and resume in PDF format to Andrew Nguyen, Employment Program Manager, at [anguyen@hiaspa.org](mailto:anguyen@hiaspa.org)

### **Mission:**

HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

### **General Description:**

The HIAS Pennsylvania Immigrant and Refugee Employment Program Intern will play a critical role in welcoming newly arrived refugees, asylees, and immigrants. The internship is a flexible position that supports the refugee/asylee clients who are currently enrolled in our employment program in finding their first job in the U.S.

**The Employment Program Intern will have the opportunity to develop knowledge and skills in cross-cultural communication, individual/group session facilitation, case management, trauma-informed service provision, research, program evaluation, and curriculum development.**

This internship is unpaid, but a transportation stipend will be provided for work that is performed outside the HIAS PA office.

### **Responsibilities:**

- Support clients in activities aimed at securing employment, which may include completing job applications, preparing for interviews, creating resumes, and accompanying clients to job interviews and other appointments.
- Conduct individual or group cultural orientation workshops on topics related to employment such as how to search for jobs, workers' rights, American workplace norms and employer expectations, job readiness, and financial literacy.
- Maintain detailed case notes and records of services provided.
- Support the employment team by scheduling appointments for intake interviews, program enrollments, and check-ins and securing interpreters for these appointments if needed.

- Conduct outreach and recruitment for special sessions including tax workshops, financial literacy, and digital literacy workshops.
- Other duties as assigned by the Employment Program Manager.

**Requirements:**

- Some direct service experience with vulnerable and/or multicultural populations is helpful.
- Enthusiasm, persistence, and positive energy; compassion and patience.
- Comfort using public transportation.
- Language skills beyond English are strongly preferred, especially Spanish, Urdu, Arabic, Dari/Farsi, Pashto, Burmese, Ukrainian, Russian, Swahili, or French.
- Flexibility to assist clients with occasional early morning, evening, or weekend activities.