



Immigrant and Refugee Employment Program Internship

Job Title: Digital Literacy 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

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 Digital Literacy Intern will have the opportunity to develop knowledge and skills in cross-cultural communication, individual/group session facilitation, case management, trauma-informed service provision, 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:

- Conduct individual or small group digital literacy workshops on topics related to employment such as avoiding scams, using email, searching for jobs, and editing resumes.
- Support clients in activities aimed at achieving financial goals which may include accompanying clients to open savings accounts or assisting with credit card applications.
- Maintain detailed case notes and records of services provided.
- Support the Economic Empowerment Coordinator by scheduling appointments for program enrollments, and check-ins and securing interpreters for these appointments if needed.

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

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 but not required, 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.