



Employment Intern – **Employment Dept.**

Location: Hybrid on-site/remote, New Haven CT

Start Date: *(exact date flexible)*

End Date: *(exact date flexible)*

Time Commitment: 15-20 hours per week (more would be preferable), minimum 8 weeks.
Preferred availability Tuesday – Thursday 11:00 a.m. – 5:00 p.m.

Supervisor: Patricia Tynan, Employment Manager

Compensation: This is an **unpaid internship**. Students may be able to receive academic credit depending on their institution.

About the Role

This internship focuses on supporting refugees as they prepare for and secure meaningful employment through skills assessments, resume development, and job search assistance. By helping clients obtain their first job or advance to a better opportunity, the role directly supports financial independence, personal fulfillment, and long-term goal attainment. Interns play a key role in advancing the organization's mission by building trusting, productive relationships with refugee clients.

Key Responsibilities

(In addition to the following, all interns are encouraged to assist in tasks promoting IRIS events to individual networks and/or creating content for social media):

- Develop and administer skills assessments and support resume building.
- Contact employers (via phone, email and in person) to encourage the hiring of our clients.
- Assist refugees with online job applications and interview preparation.
- Help clients identify, apply for, and secure initial employment or job upgrades.



- Log detailed case notes and maintain accurate employment databases.
 - Build and sustain respectful, trust-based relationships with clients from diverse cultural backgrounds.
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Qualifications

Required

- Strong interpersonal skills with the ability to build trusting, productive relationships.
- Experience or demonstrated interest in cross-cultural communication and anti-oppressive practices.
- Clear written documentation skills for case notes and database maintenance.
- Reliability, professionalism, and respect for client confidentiality.

Preferred

- Language skills in one or more of the clients' languages (Arabic, Dari, Pashto, Spanish, Ukrainian, Haitian Creole, Swahili)
- Experience supporting refugees, immigrants, or other culturally diverse populations.
- Valid driver's license, access to a reliable car, and willingness to drive clients.