



MINNESOTA COUNCIL OF CHURCHES  
refugee services

## **Employment Services Intern**

(612) 230-3221 • [rsvolunteers@mnchurches.org](mailto:rsvolunteers@mnchurches.org)

MCC Refugee Services is a refugee resettlement agency that provides many supportive services to recently-arrived refugees and asylees, including *Employment Services*.

The **Employment Services Intern** will help with the Employment Team's efforts to find and obtain sustainable and appropriate employment for some of the most vulnerable refugees in our program. These may include individuals that have recently arrived in Minnesota and speak limited English and have no work experience or formal education. The intern will spend the majority of his/her time working one-on-one with these refugees to help them based on their specific needs. Interns may also work independently conducting research and gathering information on various potential employers.

### **Responsibilities**

The Intern's primary focus will be providing individual support to specific job-seekers and responding to needs as they arise. This may include the following duties:

- Help refugees who are approaching deadlines to apply to jobs and fill out applications
- Help prepare refugees for interviews and accompany them to appointments
- Accompany refugees on weekly job-search outings in specific neighborhoods and identify potential employers
- Coordinate transportation of refugees; help them ride bus and understand Metro Transit options and occasionally provide rides
- Research and investigate industries in the Twin Cities area that are hiring
- Outreach to new employers and educate and advocate on behalf of clients

### **Desired Qualifications**

- Experience working with English language learners
- Proven ability to work in a multicultural setting
- Excellent communication and negotiation skills
- Reliability, flexibility and creativity
- Knowledge of Twin Cities and the companies in the area
- Knowledge of the Metro Transit bus system and/or willingness to learn about it
- Computer skills (MS Word) and experience with completing internet job applications
- Ability to work independently
- Reliable access to a vehicle, car insurance, and ability to pass a background and driving records check

### **Supervision and Training**

The interns will work closely with and be supervised by the two professional Employment Counselors who bear the responsibility of job placements in a supportive role. On-site, continued training will include informational overview from staff and support as needed throughout internship.

### **Time Commitment and Location**

Interns must be able to contribute 10 hours per week on a consistent basis between the hours of 8am - 5pm Monday through Friday. This is an unpaid internship with time commitment between 3-4 months and an option to extend further. The intern fulfills his/her primary responsibilities at MCC Refugee Services' office at 122 Franklin Ave. West, Suite 100, Minneapolis.

### **How to apply**

Interested candidates can email their resume and a cover letter expressing their interest to [rsvolunteers@mnchurches.org](mailto:rsvolunteers@mnchurches.org). Please also complete the Volunteer Application found at [www.mnchurches.org/refugeeservices/volunteer-application](http://www.mnchurches.org/refugeeservices/volunteer-application). Interviews will be conducted on a rolling basis.

MCC Refugee Services • 122 Franklin Ave. West, Suite 100 • Minneapolis, MN 55404 • 612.874.8605  
[www.mnchurches.org/refugeeservices](http://www.mnchurches.org/refugeeservices)