Refugee Summer Career Intern

Background:

In 2019, Refugee Response launched a Young Adult Employment program to assist high school students, ages 18-22, in finding work that would allow them to continue to go to high school. Many of these students have spent decades in a refugee camp, and must now learn English, catch up with their education, and graduate high school before turning 22.

This summer, a group of 10 students will be graduating from Lincoln West and Thomas Jefferson High school. And while many have career aspirations that would require a university degree, they lack a concrete plan or pathway for achieving those goals. Many also need further English conversation, reading, and writing practice to prepare them for college or university programs.

The Summer Employment Program will play a crucial role in ensuring students don’t fall through the cracks after they graduate high school. Through the program, 10 refugees who are graduating high school will be linked to a mentor and a summer job. Each mentor-student pair will work together to talk about the student’s future career goals, identify current barriers, plan for next steps after the summer, and explore other career opportunities in Cleveland.

The Summer Intern will help to plan, organize and coordinate the Summer Employment Program through a 20-hour/week internship.

Job Duties include:

- **Planning:** Work with the Director of Adult Programming to plan and execute key events such as the Mentor training day, Mentor Match Day, and the end of summer celebration/cook out.
- **Employment Support:** Meet with five students to review their career plans at the beginning of the summer. Work with the Director to introduce students to their summer job sites and serve as a point of contact for five students’ employers. Communicate employers’ needs, challenges, concerns, and feedback to the student and their mentor.
- **Transportation:** Assist program staff in driving young adults to their work sites as needs arise.
- **Mentor Support:** Serve as a “first responder” for mentors who have questions, concerns, or challenges during the program. This includes helping to research and provide resources for the mentors, calling mentors monthly to check in on progress, and sending out monthly newsletters to mentors.
- **Monitoring and Evaluation:** Assist Director in collecting, summarizing, and analyzing data on students’ progress throughout the summer.

Job Benefits:

- $450/month stipend + gas and mileage reimbursements
- Free CSA (Community-Supported Agriculture) box from Ohio City for 20 weeks.
- Opportunity to gain in-depth experience in Project Management, Case Management, and Monitoring and Evaluation
- Work with a dynamic, cross-cultural team!
Job Requirements:

- Demonstrated interest in working with refugees, immigrants, or diverse communities
- Coursework or professional experience in project planning, project management, social services, and/or volunteer management
- Excellent interpersonal skills and a collaborative work style
- Ability to relate to persons with diverse educational, socioeconomic, and ethnic backgrounds
- Ability to work independently and also as part of a team with a variety of stakeholders
- Thrives working in an entrepreneurial environment
- Ability to commit from May 1st until August 21st
- Driver’s license with clean driving record and a reliable source of transportation
- Ability to pass a Background Check

To Apply:

Send a resume and brief cover letter to Sydney Kornegay at sydney@refugeeresponse.org. Applications will be reviewed on a rolling basis.