

Program: Matching Grant (MG) Program

Title: MG Intern

Schedule: Full days Tuesdays & Thursdays (9:00-5:00)

About CWS Greensboro:

Church World Service-Greensboro (CWS-G) Refugee and Immigration Program opened its doors in early 2009. CWS-G offers basic needs assistance, case management, cultural orientation, and employment services to refugees coming through the US Refugee Resettlement Program. CWS-G also provides legal and educational services for legal permanent residents who are eligible for US citizenship.

Overview:

The MG program is a federally funded program and an alternative to the public cash assistance/welfare program. MG aims to help refugees, asylees, and other eligible populations – newcomers to the U.S. – achieve self-sufficiency through paid employment within their first 30 to 120 days of arrival in the U.S. The MG Intern will work on a team to provide employment services and case management to MG clients. The MG Intern will play an essential role in assisting recently-arrived refugees to find their first job in the U.S. The MG Intern must be able to commit to at least 15 hours per week for a minimum of one semester (or 3 months during the summer).

Duties and Responsibilities:

Specific duties may include, but are not limited to:

- Assisting individual clients in developing actionable career goals and plans
- Helping clients complete job applications, connect with local employers, and secure a job
- Accompanying and advocating for clients during job interviews
- Following up with clients after the job starts and providing ongoing support for job retention
- Case management to remove barriers to client self-sufficiency
- Teaching clients to ride the bus to their workplace
- Assisting with Job Class
- Taking clients to open bank accounts
- Assisting clients to apply for NC state ID
- Taking clients to apply for public benefits
- Assisting staff with walk-in clients
- Writing case notes and documenting all services provided

Additional Opportunities:

- Learning about the refugee resettlement process
- Learning about non-profit work
- Building relationships with employers and other service providers in the Triad area

Requirements:

- An interest in Greensboro's refugee population
- Patience, flexibility, and open-mindedness
- Well organized, self-motivated, professional, honest, and reliable
- Excellent verbal and written communication skills
- Proficiency in Microsoft Word and Excel
- Proficiency in Google applications and general internet navigation skills
- Ability to work as part of a team *and* independently
- Must have a vehicle and valid driver's license and insurance
- Must be 21 years old to drive clients

An ideal candidate will have: *(These qualifications are not required, but are highly beneficial)*

- Prior experience working with refugees/immigrants
- Experience with, or knowledge of, local employers and the area job market
- Community outreach experience
- Language proficiency: Arabic, Swahili, Kinyarwanda, French

For additional information visit these websites:

- www.cwsglobal.org

Please submit a cover letter and resume to hche@cwsglobal.org. Please include length of internship and weekly availability: BANGKOK • BELGRADE • BUENOS AIRES