



## EMPLOYMENT ASSISTANT INTERNSHIP

**Purpose:** Work with ECAC's Job Developers to research and find job opportunities for immigrant and refugee clients and build relationships between ECAC and employers.

*Description:* The position of *Employment Assistant Intern* directly supports ECAC's Employment Department. Employment services focus on assisting refugees and immigrants to develop the skills necessary to join the workforce and gain economic independence. The program includes assessment, job readiness training, counseling, referrals and placement.

**Job Title:** Employment Assistant Intern

**Location:** Ethiopian Community Association of Chicago

1730 W Greenleaf Ave.  
Chicago, IL 60626

**Key Responsibilities:**

The *Employment Assistant Intern*:

- (1) Researches job opportunities for new immigrants and refugees who may have little English and/or marketable skills;
- (2) Help establish and maintain relationships with employers who will hire our client base;
- (3) Assists immigrant and refugee clients through the hiring process;
- (4) Assists Job Developers and Employment Manager with their work;
- (5) Completes other related duties as needed.

**Reports to:** Employment Department Manager

**Length of Appointment:** The *Employment Assistant Intern* will serve on a semester-long (10 to 16 week) basis. The Intern is eligible to continue after the first month with agreement between the Employment Department Manager, Volunteer, and Volunteer Coordinator.

**Time** Minimum 6 hours per week to be maintained by the Volunteer and Employment Department Manager.

**Qualifications:** Excellent command of English grammar, speech, and writing. Good analytical skills, and comfortable with Microsoft Office Suite. Knowledge of American social issues and culture. Excellent communication and networking skills. Patience and appreciation of diverse cultures and histories required.

**Support Provided:** The Employment Department Manager and Volunteer Coordinator will be available on an ongoing basis to answer questions and provide support to the *Employment Assistant Intern* as needed.

*Further Information & Benefits:*

- *Opportunity to lead workshops related to employment and job development*
- *Gain experience working in a multi-cultural environment*
- *Nonprofit management skills directly applicable to career development*