



JOB DEVELOPER INTERNSHIP

Purpose: Work with ECAC's Job Developers to provide the services needed to gain meaningful employment for the refugee and immigrant clients of the Ethiopian Community Association of Chicago.

Description: The position of *Job Developer 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: Job Developer Intern

Location: Ethiopian Community Association of Chicago

1730 W Greenleaf Ave.
Chicago, IL 60626

Key Responsibilities:

The *Job Developer Intern*:

- (1) Works directly with clients in their Job Preparedness Training: the application process, resume preparation, and mock interviews;
- (2) Assists in client's Cultural Adjustment Training;
- (3) Assists Job Developers and Employment Manager with their work;
- (4) Updates the program's various databases;
- (5) Completes other related duties as needed.

Reports to: Employment Program Manager and Job Developers

Length of Appointment: The *Job Developer 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 Program Manager, Volunteer, and Volunteer Coordinator.

Time Minimum 6 hours per week to be maintained by the Volunteer and Employment Program 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 skills, patience, and appreciation of diverse cultures and histories required.

Support Provided: The Employment Program Manager and Volunteer Coordinator will be available on an ongoing basis to answer questions and provide support to the *Job Developer 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*