

Employment Services Internship (IINE-Boston)

IINE is currently offering an Employment Services internship through its Boston office to students with demonstrated interest or experience in serving refugee, asylee, and immigrant populations. IINE's Employment Services program places newly-arrived refugees into their first jobs in the US. Students are enrolled in the Employment Services program when they are enrolled in the Community Services Program and exit once they have a job. Employment specialists track retention at regular intervals and offer a variety of continued support and coaching for the student as they settle into their new job.

Reports To: Employment Services Manager

Key Responsibilities:

Intern responsibilities include:

- Teaching Work Orientation Workshop
- Providing one-on-one assistance to clients working on resumes and job application
- Practicing with clients ahead of interviews
- Accompanying clients to interviews and job fairs

Qualifications:

In addition to the qualifications preferred for all IINE internships, those applying for an Employment Services Program internship should demonstrate the following:

- Experience in multicultural environments
- Superior ability to edit and format documents, especially resumes
- One-on-one tutoring or teaching experience
- Experience with job application process in the US, previous work/internship history with Human Resources or recruitment departments a plus
- Language skills in Arabic, French, Spanish. Chinese, Portuguese, and Napoli preferred