

## Skills Training Internship (IINE-Boston)

IINE is currently offering a Skills Training internship through its Boston office to students with demonstrated interest or experience in serving refugee, asylee, and immigrant populations. IINE's Skills Training Program consists of two individual programs that prepare immigrants, including refugees and asylees to transition into family-sustaining employment opportunities in the hospitality and service industries in the greater Boston area.

The Hospitality Training Program (HTP) is a six-week skills training program that prepares students for employment in Boston's thriving hospitality industry. The Service Industry Training Program (STP) is a 12-week skills training programs that prepares immigrants for opportunities in the hospitality, healthcare and banking industries. Both programs include intensive job placement services. Participants are required to meet with a Skills Training Program Specialist three times per week to apply for jobs and practice for interviews. These appointments continue until the participant has been successfully employed in a full-time position

### **Reports To: Skills Training Program Coordinator**

#### **Key Responsibilities:**

Intern responsibilities include:

- Conducting information sessions and intakes
- Meeting with program applicants
- Assisting in the preparation of lesson plans and teaching
- Developing resumes and applying for jobs with clients
- Providing general administrative assistance to the Skills Training Program teams

#### **Qualifications:**

In addition to the qualifications listed for all IINE internships, those applying for a Skills Training Program internship should have the following qualifications:

- Experience teaching or tutoring adult learners in a multicultural environment
- A solid knowledge of and experience in customer service fields