



Virtual Integration Services

a virtual direct service office for ORR eligible communities outside of local ORR service providers' service areas

Intern Job Description

Position Title: Employment Services Intern

Reports To: Economic Empowerment Senior Case Manager

Team: Virtual Integration Services

Location: anywhere in the US/Virtual

Status: Unpaid, University Credit Available

Time commitment: 6-months; 15 hours per week

Primary Purpose:

The Employment Services Intern's primary role is to support newcomers with over-coming barriers to economic self-sufficiency by identifying potential employment opportunities in their area, assisting program participants to search job board engines, complete online job applications, support group educational workshops and follow-up with potential employer partners. Additionally, the intern will teach clients about the US work culture, US financial system, provide transportation coaching, assist with new hire paperwork, and provide support for job retention. The Employment Services Intern also may develop resources to support Economic Empowerment programming and participant-centered resources.

Learning Objectives:

- Deepen skills around client-centered social service provision with diverse communities
- Develop program documentation for federal grants skills
- Strengthen community mapping skills and advocacy
- Understand and assess Office of Refugee Resettlement (ORR) community eligibility requirements (e.g. refugees, asylees, Cuban/Haitian Entrants, ect.)
- Collaboration and coordination with teams (in virtual setting)
- Use of virtual tools to support and empower newcomers

Essential Duties:

- Use job boards, google maps and community resources to locate potential job leads, support program participants with online applications and follow-up.
- Assist program participants with resumes, LinkedIn profiles and job applications and coaching clients on how to navigate public transportation or other community resources.
- Provide 1:1 assistance with additional coaching to empower program participants with the skills to navigate employment, maintain a personal budget and pay bills.
- Learn how to provide client-centered services to overcome barriers to self-sufficiency by providing direct services and group orientations
- Develop digital education tools for use on Zoom, WhatsApp or other digital platform

- Support Economic Empowerment programming by maintaining documentation of services provided and communicating with the team.
- You will gain deeper knowledge in provision of strengths-based services, community resource mapping, advocacy and accompaniment for New commers.
- You will gain coaching from experienced direct service providers.
- Other duties as assigned

Requirements:

- Ability to collaborate across cultural and linguistic backgrounds.
- Passionate about serving diverse groups of refugees and immigrants and interest in building interpersonal relationships to welcome and empower refugees.
- Ready to work in a highly dynamic work environment that requires flexibility and proactiveness to best accompany program participants and support economic self-sufficiency.
- Must be willing to use Whatsapp, phone calls, zoom and other platforms to communicate with clients.
- Must consent to a background check and (if driving clients) motor vehicle record check.
- Proficient in Microsoft Word, Zoom/Google Meet email, Whatsapp and internet-based applications.
- Ability to work early mornings and evenings to meet the needs of the program participants
- e.g., meeting with a program participant after their workday in the evening to provide job coaching

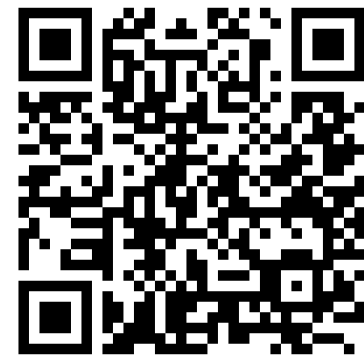
Application:

- Please send your resume to virtualseervices@cwsglobal.org with 2026 Internship in the subject line.

Check out our landing page:

<https://cwsglobal.org/virtual-integration-services/>

Email: virtualseervices@cwsglobal.org



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