**International Rescue Committee Abilene Internship Opportunities**

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**The International Rescue Committee (IRC) helps families uprooted by crisis survive and rebuild their lives.** **The IRC relies on interns to support their work helping these families adjust to a new life in the U.S. Interns form the very backbone of our US Programs. All internships are unpaid.**

**Employment Intern**: Work with refugees and asylees to help them identify and secure job opportunities that will help them obtain self-sufficiency. Research and approach potential employers; attend local job fairs and other events that support the identification of potential employment opportunities; assist clients with job applications; and assist with English language class enrollments and attendance. Perform other related duties as assigned. Reliable transportation is preferred.

**Immigration Intern:** Assist refugees, asylees, and victims of human trafficking with applications to U.S. Citizenship and Immigration Services (USCIS). Applications include family reunification, adjustment of status, and citizenship petitions, document replacements, and travel documents. Prepare applications for submission, communicate with diverse clientele, and perform administrative duties as assigned**.**

**Resettlement Intern:** Provide case management to newly arrived refugees and build knowledge about the countries and cultures of refugee clients. Set up refugee apartments, pick up refugees at the airport, complete social services applications, help refugees open bank accounts and teach related and common bank transactions, teach refugees how to use public transportation, enroll school-age clients in school, and regularly file all forms and paperwork. Reliable transportation is preferred.

**Development Intern:** Assist the development team increase funding sources, volunteers and community support in the Abilene Area by assisting with grant writing, event planning, volunteer management, donation drives and community outreach. Reliable transportation is preferred.

**Administrative Assistant Intern:** Provide clerical assistance, such as filing, data entry, photocopying, and reception at the IRC in Abilene office. Assist staff with production, copying, and mailing of materials. Relieve staff as needed for reception duties, and any other related duties as assigned.

**USCIS/English/Civics Intern:** Assist with group language instruction and facilitate English Conversation Clubs. Participate in classroom activities, model correct English usage for students. Assist with creating supplemental teaching materials and activities. Teach one or more sections of ESL/Civics classes under guidance of the Civics Instructor. Perform other related duties as assigned.

Internship Requirements:

* A minimum commitment of 15 hours per week;
* Effective communication skills and the ability to collaborate professionally in a multicultural setting;
* An invested interested in international and refugee issues;
* Reliability and flexibility;
* A willingness to learn about the diverse ethnic background of clients;
* A willingness to adhere to IRC volunteer and workplace policies; and
* Must have Reliable Transportation



Who can I contact for more information?

If you are interested in an internship with the IRC, please email Susanna Lubanga, Resettlement Manager at Susanna.Lubanga@Rescue.org

**About the International Rescue Committee**

The International Rescue Committee (IRC) responds to the world’s worst crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, we offer lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 23 US cities, the IRC restores safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

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From Harm To Home | Rescue.org **I 3303 N. Third Street Ste D Abilene, Texas 79603 I Phone +1 214 461 9781**