

Lutheran Family Services Rocky Mountains Refugee & Asylee Programs



Internship Job Description: Job Development Intern
Department: Employment and Benefits

About Internships at LFS:

An internship at LFS offers the opportunity to gain a deep understanding of refugee resettlement in the Denver area. Interns will work with individuals from diverse cultures who are forging new beginnings in the United States. Challenging, educational and professional work experience will be gained through professional training and real work assignments that will provide valuable insight to the worlds of refugee resettlement and non-profit organizations. At times, interns will work closely with staff members, and other times independently, managing a workload comparable to LFS staff with the goal of helping advance the mission of LFS. Internships are integrated into the operations at LFS to help build the capacity of the organization while utilizing the diverse skill and talent of the interns. We greatly value the time commitment of each intern.

Description of the Internship:

Here at LFS, we serve our refugee clients from when they first arrive to up to five years from their arrival. Over those five years, we work to help our clients achieve self-sufficiency and integration into their communities. Employment is the most important part of this process.

Job Development, commonly regarded as one of the most difficult and rewarding positions in our agency, involves working directly with employer partners to ensure that employment opportunities are continuously available for our refugee and asylee clients. In this position, you will work with our Job Development team on initial job placement and with ongoing follow up with employed clients to ensure that they continue moving forward on their career paths. We are specifically looking for someone to take the lead on three projects: (1) offer resume workshops and application preparation in coordination with our Job Club classes; (2) conduct outreach to employed clients to assess interest, readiness, and next steps for job upgrades/career progression; and (3) serve as the point of contact for a professional mentoring and networking program connecting Denver professionals to refugees interested in their fields of employment. You may also assist the Job Development team in identifying new employment opportunities for our clients. You will have the opportunity to interact with clients on a daily basis, as well as work with staff across LFS departments. You may also be asked to assist with various short-term projects as needed.

In this position, you will gain experience working with diverse clientele, knowledge of refugee employment rights and hiring processes, and the chance to work both independently and in tandem with LFS staff.

Why LFS Employment?

We in the LFS employment team take pride in helping our clients build their new lives in the U.S. We do our best to ensure that our interns have the opportunity to work in meaningful roles that contribute to both our agency and the interns' professional growth. Our department provides a wide range of services that offers exposure to many different aspects of refugee resettlement. With that said, any internship with LFS will be a highly rewarding experience and we would love to have you on board!

Responsibilities:

- Work closely with Job Development team to identify refugee and asylee candidates for open positions. Coordinate with Employment team to ensure that identified candidates are contacted and prepared for the hiring process.
- Contribute to the hiring process by aiding refugee and asylee clients to develop well-formed resumes and complete job applications.
- Lead initiative for job upgrades and career advancement. Identify employed clients who are interested in pursuing the next step in their careers. Work with Job Development team to develop career pathways and advancement opportunities.
- Provide referrals and act as point of contact for a professional mentoring and networking program.
- Counsel clients on the benefits of networking, American work culture, and continued advancement to long-term goals.
- Research and identify new industries and employers that may offer employment opportunities for refugees.
- Coordinate all job placements with LFS Employment team.
- Maintain client records, including case notes, documentation of services provided in-house and referrals to other providers, and other documents which demonstrate clients' progress toward career goals.
- Other duties as assigned.

Qualifications:

- Must read, write, and speak English fluently.
- Experience with non-native English speakers a plus.
- Sales and/or marketing background preferred.
- Computer skills: proficiency in Word, Excel, Outlook (Microsoft Office Suite) and Internet use, familiarity with database programs a plus.
- Colorado Bureau of Investigations background check and DMV records release.
- Current driver's license, current insurance and a reliable vehicle is preferred.

Time Commitment: Minimum 6 months, or one semester with approved academic program

Weekly schedule and hours: Minimum 20 hours per week

Internship start date: TBD

Internship end date: TBD

Intern will report to: Lindsey Saultz, Lead Job Developer