LUTHERAN FAMILY SERVICES OF NEW MEXICO
Employment Internship

Job Title: Employment Intern
Department: Refugee & Asylee Program
Reports To: Employment Supervisor

SUMMARY
Assists refugees and asylees in seeking, obtaining and retaining employment.
The Employment Aide Intern works directly with job seeking refugees and asylees providing support and
education services to include interview and language coaching, job searching and coaching, and on-site
interpretation and translation. The Employment Aide Intern also works with Employment Staff in the business
and labor community to develop employment opportunities and promote the hiring of refugees and asylees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
1. Work directly with refugees and asylees on a daily basis.
2. Perform career and job coaching with clients.
3. Educate refugees and asylees about job expectations in the United States.
4. Educate clients about employment practices and worker rights in the United States.
5. Conducts interview preparation, language coaching and mock interviews in group and individual settings.
6. Assist and teach clients to use the computer to research job opportunities and complete online applications
   and assessments.
7. Accompany and transport clients to career fairs encouraging direct contact with employers and recruiters.
8. Accompany and transport clients to interviews and orientations.
9. Research employment options and provide assistance in completing applications.
11. Assists clients in completing resumes and cover letters

QUALIFICATIONS
1. Cross cultural sensitivity with the ability and desire to work with people of other cultures.
2. Familiarity of fluency in one or more foreign languages preferred but not required.
3. Ability to work well in a team setting collaborating effectively with others.
4. Detail oriented, organized, pro-active attitude and ability to work in multi-task environment.
5. Computer skills in Word, Excel, Internet Research, and the use of email.
6. Minimum education: upperclassmen at the university level
7. Must have reliable transportation with current DL, insurance, and must be willing to transport clients if needed.
8. Demonstrates commitment to the mission, values and vision of the Refugee and Asylee Programs.

Time Commitment: 3 months or more contingent on performance
Internship end date: Flexible
Weekly schedule and hours: Work hours are flexible but prefer someone who can work 4-6 hour increments, 2-3
days per week

Apply to paul.warren@lfsrm.org. Please submit a current resume and a short cover letter that includes
class standing, language skills, and academic major. Subject line should read “Employment Intern
Application.”