



Welcoming Refugee & Immigrant Neighbors

Job Title: Employment Program Intern

Commitment: Thru Spring 2022

Hours: 12-16 hours per week

Hours are regularly-scheduled during Arrive Ministries business hours (Mon-Fri 9-5); mid-week availability is preferred.

Compensation: This is an unpaid internship that can be done for credit or purely for experience.

About Arrive Ministries:

A Christian organization, working on behalf of, through, and with local churches to assist refugees and immigrants to become self-sufficient, and to meet their physical, emotional, and spiritual needs. Arrive Ministries (AM) provides an array of direct services to immigrant families including case management, employment services, immigration services, and Refugee Cash Assistance, as contracted by the county and state governments. Since 1988, AM has assisted more than 12,000 immigrants, helping nearly 5,000 refugees begin new lives in America. An internship at AM is a great opportunity to enhance any study of political science, law, global and cross-cultural studies, anthropology, social work, conflict resolution and management, or other similar fields. Gain cross-cultural experience while working with refugees who have fled persecution and who come from all over the world for security and a chance to rebuild their lives.

Purpose of this Position:

The primary purpose of this position is to provide support to the Refugee Employment Services department by assisting their efforts to find and obtain employment for refugee clients in our program. This may include working with clients who have recently arrived in Minnesota and may have limited English language skills, minimal work history, and little-to-no formal education.

Duties and Responsibilities:

Help clients create or update resumes

Help clients develop and strengthen application-completing and interview skills

Complete job searches using job search sites and search engines

Coordinate transportation for clients, helping them understand Metro Transit options and occasionally providing rides to client interviews

Qualifications:

Comfortable working in a cross-cultural and faith-based environment.

Interest in refugees/immigrants, refugee employment, and serving people in transition.

Excellent people skills across class, religion, culture, age, and gender.

Patience and compassion with people.

Ability to accommodate limited-English speaking clients.

Knowledge of, or willingness to learn about, the Metro Transit system
Computer skills: word processing, Excel spreadsheets, database, internet search skills.
Thorough attention to detail.
Ability to follow both written and oral instructions; strong ability to work independently.
Interest in connecting to, learning about, and respecting refugee and immigrant communities in the area.

To Apply:

Email Briana Williamson, Employment Counselor, with your resume and cover letter:
bwilliamson@arriveministries.org