



### **Exodus Refugee Immigration Internship Program**

Exodus Refugee Immigration is dedicated to the protection of human rights by serving the resettlement needs of refugees and other forcibly displaced people fleeing persecution, injustice, and war by welcoming them to Indiana. We began in 1981 with the mission to serve the legal needs of immigrants and Cuban refugees who had arrived as part of the Mariel boatlift in 1980. Since that time, Exodus has helped thousands of refugees establish their lives in Indiana. In its 40-year history, Exodus has served refugees and other forcibly displaced populations from 50 different countries. Our board of directors, staff, and volunteers are passionate about securing the dignity and human rights of people around the globe. Exodus Refugee Immigration is a 501(c) (3) nonprofit organization.

In 2020, we welcomed **175 refugees** from the following countries: Burma, Democratic Republic of Congo, Syria, Afghanistan, Sudan and Eritrea.

### **ABOUT OUR INTERNSHIPS**

- All internships are unpaid. Interns are reimbursed for mileage but are otherwise responsible for all costs of living. We are happy to support interns who wish to get academic credit for their work with Exodus.
- Internship commitments vary but preference will be given to applicants who are available for a **minimum of 16 hours per week for 10 weeks or more**.
- To apply, please complete an internship application on our [website](#). You will be asked to attach your cover letter and resume in the application. Development and Communications interns must also include 2 writing samples.
- **If you have any questions, please contact Jericho Jones, Volunteer Coordinator, at [jjones@exodusrefugee.org](mailto:jjones@exodusrefugee.org).** Please note that final program placement will be determined by Exodus staff.

### **QUALIFICATIONS**

- Ability to relate to individuals from diverse ethnic, cultural and socioeconomic backgrounds and to work with them in a fair, supportive and cooperative manner
- Commitment to the human rights and general welfare of asylum seekers, refugees and immigrants
- Capable of working in a fast-paced, multicultural office environment, taking initiative, and handling multiple assignments at once while meeting deadlines
- Ability to maintain organized records
- Demonstrate respect for client privacy and maintain confidentiality
- Maintain an appearance and conduct suitable for working with the public
- Adheres to schedule but demonstrates a willingness to be flexible
- Proficient in Microsoft Word and Excel and other Windows applications
- Reliable transportation, valid driver's license & car insurance, and willingness to provide transportation to clients (not required for all positions)

## PROGRAM DESCRIPTIONS

### VOLUNTEERISM INTERN

The Volunteerism Intern will assist with the volunteer engagement of Exodus Refugee. These activities include:

- Volunteerism by crafting thank you letters, creating videos, and developing special events/recognition programs
- Assist with volunteer groups in the Exodus warehouse
- Assist with coordinating one-on-one matches between clients and community members
- Engage with the community through speaking engagements and community-facing trainings
- Participate in developing new ways that volunteers can support various departments throughout Exodus
- Hands-on assistance with the implementation of two key events: World Refugee Day and the Celebrate the Life Ahead gala
- Manage the front desk when needed
- Must have strong written communications skills and attention to detail. Comfortable working with diverse populations. Ability to be flexible in a fast-paced, collaborative environment.

### EVENTS INTERN

The Events Intern will help with the fundraising efforts of Exodus and other events planning activities. These activities include:

- Assist with donor engagement and stewardship by crafting thank you letters, creating videos, and developing special events/recognition programs
- Assist with developing and writing content for a monthly e-newsletter, website, and social media
- Assist with securing donated items for Exodus' silent auction
- Intentional focus on the planning of two key events: World Refugee Day and the Celebrate the Life Ahead gala
- Manage the front desk when needed
- Must have strong written communications skills and attention to detail. Comfortable working with diverse populations. Ability to be flexible in a fast-paced, collaborative environment.

Two writing samples required (for Events):

1. Create sample "World Refugee Day" communications for Exodus' Twitter, Facebook, and Instagram. You may use content from the web (including Exodus' website) to create posts. World Refugee Day is June 20 each year.
2. Write a sample thank you letter for a donor who makes a gift to Exodus. You decide the details.

### HOUSING INTERN

The Housing team delivers support to refugees through our Reception and Placement Program. The housing team works with various properties and apartment communities to provide a new home for refugees. Interns will assist and collaborate with the housing team to provide a welcoming home for newly arriving refugees.

Intern duties may include the following:

- Assist with maintaining client storage area
- Compile housing items for new arrival set ups
- Accompany clients to change over housing utilities

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- Assist housing specialists with apartment arrangement and set ups
- Provide additional home orientation for client(s)
- Research affordable housing items for new arrival set ups
- Administrative tasks & other duties as assigned

### **HEALTH ADVOCATE INTERN**

The Health Advocate Intern at Exodus provides case management and training support to clients who have additional health-related barriers affecting self-sufficiency. Interns provide support and assistance to ensure that Exodus clients are connected to affordable and culturally/linguistically competent medical care by identifying and removing obstacles preventing clients from accessing that care, which may include, but is not limited to:

- Scheduling medical appointments and following up on referrals
- Assisting clients with transportation to and from various appointments including medical and public benefits (this requires a lot of driving and/or accompanying clients on the Indygo Bus System)
- Accompanying clients to appointments, as needed, to support the client in navigating next steps such as referrals or medication pick-up
- Assisting clients in applying for and following up on public benefits such as Medicaid or other health insurance, SNAP, and Social Security Income
- Connecting clients to community resources including affordable housing, legal, mental wellness, financial assistance, and disability services
- One-on-one or small group trainings with clients on topics including navigating the healthcare system, understanding public benefits, budgeting, bill paying, public transportation, grocery shopping, and home care
- Following up on medical bills
- Specialized projects related to client need(s)
- Update case notes in a timely and accurate manner
- Managing the front desk when needed

### **LCORE (LANGUAGE, CULTURAL ORIENTATION AND READINESS FOR EMPLOYMENT) INTERN**

Our Language, Cultural Orientation and Readiness for Employment (LCORE) classes are designed to teach practical English language skills as well as the skills necessary to transition to life in the U.S. These skills include completing job applications, writing checks, filling a prescription, reporting a problem to the apartment office,

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and interviewing for a job. TESOL coursework and/or experience preferred. Intern duties include the following:

- Assist with teaching and preparing for English as a Second Language classes held four days per week at the Exodus office or online
- Assist clients in joining online classes as needed
- Perform record-keeping and assessment tasks
- Help clients access additional learning opportunities
- Perform general office duties such as preparing and organizing classroom materials and supplies
- Teach clients how to ride the IndyGo bus as needed
- Assist with managing the front desk and with other administrative tasks as assigned

### **RECEPTION & PLACEMENT (R&P) INTERN**

The R&P team provides initial services to orient refugees to life in the U.S. Interns will have direct client interaction with new arrivals. ***Interns will be providing transportation to and from appointments for clients.*** Intern duties may include the following:

- Assisting refugees with applying for social security & welfare benefits
- Orienting refugee to U.S. Society/Culture through everyday interaction
- Accompanying clients to health screenings and doctor's appointments
- Scheduling doctor's appointments and transportation
- Updating case notes in a timely and accurate manner
- Administrative tasks & other duties as assigned
- Managing the front desk when needed

### **SELF-SUFFICIENCY PROGRAMS INTERN**

Exodus' success is measured in part by the self-sufficiency of our clients. Securing stable employment and managing finances are important factors in clients reaching self-sufficiency. Interns will provide support and assistance to clients (including refugees, asylees, secondary migrants, certified victims of human trafficking, and Special Immigrant Visa holders from Iraq and Afghanistan) in various ways, which may include:

- Researching job opportunities and assisting clients with job applications
- Coordinating and providing transportation for clients to job interviews
- Providing job skills training including interview preparation and resume writing
- Teaching clients how to use public transportation
- Working with the Employment Team Staff to support program compliance and client assistance
- Updating case notes in a timely and accurate manner
- Assistance with setting up bank accounts and one-on-one financial training
- Linking to community resources
- Specialized projects related to client need(s)

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- Manage the front desk when needed

### **EXTENDED SERVICES INTERN**

The Extended Services program at Exodus focuses on providing additional support and education to help clients overcome barriers to self-sufficiency. Case Management activities include assisting clients in navigating the public benefits healthcare system, applying for medical insurance programs, accessing childcare, providing one-on-one training and cultural orientation, and connecting clients to community resources. Education activities include weekly women's groups and health trainings on topics ranging from accessing health insurance to specialized chronic health care to parenting. Interns in this position will also assist programs such as the Trafficking Victims Assistance Program or Services for Asylum Seekers. Interns will provide support, assistance and education to clients (including Refugees, Asylees, Secondary Migrants, Certified Victims of Human Trafficking, and Special Immigrant Visa holders) in various ways, which may include, but is not limited to:

- Connecting clients to community resources including affordable housing, legal, mental wellness, financial assistance, disability services, and public benefits
- Scheduling appointments with clients
- Assisting clients with transportation to and from various appointments including medical and public benefits (this requires a lot of driving and/or accompanying clients on the Indygo Bus System)
- Provide assistance to the Manager of Extended Services for weekly Women's Groups and conducting weekly health trainings
- One-on-one or small group training with clients on topics including budgeting, bill paying, public transportation, grocery shopping, accessing public benefits, accessing a bank account and home care
- Specialized projects related to client need(s)
- Update case notes in a timely and accurate manner
- Manage the front desk when needed

### **YOUTH PROGRAM INTERN**

The Youth Program provides services that assist refugee youth with gaining the skills to make a successful transition from childhood to adulthood with the recognition that refugee youth face the significant challenge of simultaneously navigating two cultures. The program's focus is accordingly on refugee student education and integration into their new community. Intern duties may include the following:

- Assist with school enrollments for newly arrived families
- Organize school uniforms and school supplies
- Accompany clients to doctor's appointments
- Manage the front desk when needed
- Assist with other administrative tasks

### **MENTAL WELLNESS INTERN**

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The Mental Wellness program at Exodus focuses on providing therapeutic counseling and support to help clients overcome barriers to improving their mental health and overall well-being. Engaging as a Mental Wellness intern will involve helping plan and facilitate group sessions with clients and their families, as well as helping with referrals to providers and community support. The internship is open to second-year or advanced standing masters level students and hours will be completed over a year (2 semesters). Mental Wellness intern will assist the Mental Wellness team in various ways, which may include, but is not limited to:

- Provide group and individual therapy with interpreters to refugees, asylees, and asylum seekers from 20 different countries in 18 different languages
- Connect clients to community resources including mental wellness referrals, counseling circles, and community partners
- Schedule and confirm appointments with clients and interpreters
- Assist staff with mental wellness assessment for program placement
- Assist clients with transportation to and from various appointments (this requires a lot of driving and/or accompanying clients on the IndyGo Bus System)
- Provide or with clients with a mental wellness focus
- Provide innovative one-on-one and small group meetings and therapeutic activities
- Assist with advocating to remove barriers for clients to receive culturally and linguistically appropriate mental wellness support
- Assist with researching in order to provide community trainings
- Research and stay updated on evidence-based models and theories specific to the refugee and asylee population
- Specialized projects related to client need(s) and capacity building
- Update case notes in a timely and accurate manner
- Manage the front desk when needed as well as other duties as assigned

Requirements:

- Hours completed over a year (2 semesters)
- Second-year or advanced standing Masters student
- Courses focused on mental health
- Previous internship with mental health or similar work experience
- Willingness to lead group therapy sessions

## **LEGAL SERVICES INTERN**

The Legal Department Intern provides support to the Exodus Legal Team as they assist refugees in their navigation of immigration courts and various applications for legal status in the United States. Duties can include making phone calls to clients, assisting in completing various applications (Green Card, Citizenship, TPS, SIV, etc.), legal research, paralegal activities, and even assisting with planning and operating Legal Service events. Interns in this position may engage in a variety of tasks, including (but not limited to):

- Assist with legal service enrollments for newly arrived families
- Make phone calls to clients with legal status updates and answer questions

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- Email community partners for referrals
- Assist in completing various legal applications
- Assist with planning and operating legal events
- Assist with other administrative tasks