



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 late 2021/early 2022, Exodus opened its second office in Bloomington, Indiana. Since then, the Bloomington suboffice has welcomed nearly 340 refugees into the local community.

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 to the application.

If you have any questions for the Bloomington internship program, please contact Sarah Owen, Community Engagement Coordinator, at sowen@exodusrefugee.org.

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)



RESETTLEMENT INTERN—PROGRAM DESCRIPTION

Due to our office's modest size and small staff, interns with the Bloomington suboffice will participate in multiple service programs throughout the agency. Interns will have the opportunity to work with various staff members; they will assist with client services provided through the Reception & Placement (R&P) Program, the Self-Sufficiency Program, and the Refugee Support Services (RSS) Program. Tasks may include but are not limited to:

Assisting R&P Case Managers and Housing Team:

- Compile housing items for new arrival set ups
- Accompany clients to change over housing utilities
- Assist housing specialists with apartment arrangement and set ups
- Provide additional home orientation for client(s)
- Teaching clients how to use public transportation via Bloomington Transit
- Assisting clients with transportation to and from various appointments (this requires driving and/or accompanying clients on the bus)
- Accompanying clients to appointments, as needed, to support the client in navigating next steps such as referrals or medication pick-up
- Orienting refugee to U.S. Society/Culture through everyday interaction
- Updating case notes in a timely and accurate manner
- Administrative tasks and other duties as assigned
- Training clients how to use their SNAP and WIC cards at the grocery store

Assisting the Self-Sufficiency (Employment & Education) Team:

- Researching job opportunities and assisting clients with job applications
- Providing job skills training including interview preparation and resume writing
- Teaching clients how to use public transportation
- Assistance with setting up bank accounts and demonstrating how to use mobile banking
- Assisting our Training Specialist to prepare materials for Cultural Orientation or English Class
- Specialized projects related to client need(s)

Assisting the RSS Case Manager:

- 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 driving and/or accompanying clients on the bus)
- 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)