International Rescue Committee Tucson

**Family and Youth Support Intern**

**Position Description:**

The Family and Youth Specialist will help in some of the most vital areas of refugee resettlement work. Interns assist with core services including: applying for and enrolling clients in social service programs and school enrollment, apartment set-up, airport pick-up assistance, and other case management related tasks. Interns will gain experience networking with community service providers and communicating with people of diverse cultural backgrounds.

**Responsibilities:**

- Prepare apartments for incoming refugee families
- Manage client files and track necessary services
- Accompany refugee clients on appointments and interviews with community service providers
- Coordinate with Case Management to ensure services are being received

**Requirements:**

- Pursuing a degree in a related field
- Punctuality, excellent time management skills, and a flexible schedule
- Ability to maintain confidentiality regarding client information
- Proficiency in a foreign language is preferred, but not required
- Strong intercultural communication skills; demonstrated ability to work effectively with people from other cultural backgrounds
- Must have a driver’s license, vehicle, auto insurance, and a clean driving record

**Commitment:**

- Minimum commitment of 15 hours/week for a 3 month period
- Primary availability during IRC business hours (M-F, 9am-5pm)

**Reports to:** Resettlement Supervisor

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**Survivors of Torture Case Management Intern**

**Position Description:**

The Survivors of Torture (SOT) Intern’s primary role is to support the Survivors of Torture Case Manager in providing culturally appropriate intensive case management services for those identified as survivors of torture and enrolled in the Survivors of Torture Program.

**Responsibilities:**

- Schedule medical, mental health and specialist appointments for SOT Program participants.
- Secure interpreters for intake appointments with non-English speaking clients.
- Assist participants with transportation for appointments and services as necessary.
- Keep thorough and complete case notes, and update interdepartmental computer database as necessary.
- Assist with projects and administrative duties as assigned by the SOT Case Manager.

**Requirements:**

- Pursuing degree in Mental/Behavioral Health field, or at least 1 year related experience
- Ability to maintain confidentiality regarding client information
• Excellent written and verbal communication skills
• Proficiency in a second language strongly preferred
• Demonstrated ability to work independently with attention to detail
• Strong problem-solving and organization skills
• Strong intercultural communication skills; demonstrated ability to work effectively with people from other cultural backgrounds
• Proficiency in Microsoft Office Suite
• Must have a valid driver’s license, vehicle, auto insurance, and clean driving record

Commitment:
• 15 hours/week (preferred); 12 hours/week (minimum) for 3 month period
• Maintain consistent weekly schedule during IRC business hours (M-F, 8:30am-5:00pm)

Reports To: Behavioral Health Supervisor

**In-Kind Reporting and Resource Development Intern**

**Position Description:**

The In-Kind and Resource Development Intern assists the Development Coordinator in managing IRC’s strategic relationships with community donors. Interns will work with the Development Coordinator to assure proper documentation of donated goods from the Tucson community. Twice a week, interns will interact directly with clients in our Donation Store to find items that will assist in their self-sufficiency. In addition, interns will also report and assist with the management of in-kind donation documentation. Learn and perfect critical administrative skills applicable in both the for-profit and nonprofit sectors, while contributing to meaningful social change.

**Responsibilities:**

• Assist in the solicitation, logistics, and transportation of donations
• Identify possible donations and facilitate delivery or pick-up of donations
• Report and document all in-kind donations
• Be very reliable and be assertive
• Represent IRC at relevant community outreach opportunities

**Requirements:**

• Pursuing a degree in Communication or related field, or equivalent experience.
• Experience in cultivating community relations
• An understanding and ability to maintain confidentiality regarding client/donor information
• Strong writing and problem solving skills, professional appearance and attitude
• Ability to work independently with attention to detail
• Strong intercultural communication skills; demonstrated ability to work effectively with people from other cultural backgrounds
• Driver’s license, vehicle, auto insurance and clean driving record preferred

**Commitment:**

• Minimum commitment of 10 hours/week for 3 months
• Availability Tuesday afternoons, Wednesday anytime, and Friday mornings; occasional weekend events

Reports to: Development Coordinator
Finance and Logistics Intern

Position Description:

The Finance and Logistics Intern assists the Finance Department in managing financial and administrative duties. Interns will coordinate with the Finance and Administrative Specialist to process AP (accounts payable) vouchers and record financial data using case management software. In addition, interns will assist with recording and tracking in-kind donations through the “Resettlement Shop.” (Report and assist with the management of in-kind donation documentation.) Learn and perfect critical administrative skills applicable in both the for-profit and nonprofit sectors, while contributing to meaningful social change.

Responsibilities:

- Procurement and distribution of in-kind donations and supplies
- Assist with staffing the reception desk
- Filing client and vendor vouchers
- Monthly reports for in-kind inventory
- Accurately record/document all client vouchers processed through case management software

Requirements:

- Pursuing a degree in Finance or related field, or equivalent experience.
- Experience in data entry and analysis
- An understanding and ability to maintain confidentiality regarding client/donor information
- Strong writing and problem solving skills, professional appearance and attitude
- Ability to work independently with attention to detail
- Strong intercultural communication skills; demonstrated ability to work effectively with people from other cultural backgrounds

Commitment:

- Minimum commitment of 10 hours/week for 3 months
- Availability during IRC business hours (M-F, 8:30am to 5:00pm); occasional weekend events

Reports to: Finance and Administrative Specialist

To Apply:

Ensure you upload a resume and a cover letter stating the position you are applying, your interest in interning with the IRC, and your potential availability and attach it to your [application online]. Internship applications lacking one or both of these documents will be considered incomplete.

Agency Background:

Founded in 1933, the International Rescue Committee is a leading, non-sectarian, non-profit organization providing emergency relief, protection, rehabilitative assistance, resettlement services, and advocacy for refugees and victims of oppression or violent conflict. The IRC in Tucson provides a wide range of services to refugees in all stages of resettlement and seeks to promote each refugee family’s search for self-sufficiency.

Best,

Samantha Wright | Volunteer Coordinator
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