The International Institute of Akron (IIA)

Phone: (330)376-5106 Fax: (330)376-0133 Email: volunteer@iiakron.org

**Internship Positions**

**Position:** Bus Tour Leader Intern

**Objective:** Responsible for educating newly arrived clients on how to use the public transportation system. The Bus Tour leader will take newly arrived clients on a circuit on the Metro Bus, to the Transit Center, and the Job and Family Services Center. While prior experience with the public transportation center is helpful, it is not necessary. Must be willing to teach clients with the assistance of interpreters. Tour take place on Tuesdays from 9:00AM to 12:00PM.

**Position:** Communication & Marketing Intern

**Objective:** Research and curate content for social media, the website, blong, and internal communications/materials. Help develop social media strategies. Draft/edit promotional materials. Coordinate with fundraising intern on campign execution. Assist with data entry. Occasional assistance with donations and inventory management.

**Position:** Education & Resettlement Intern

**Objective:** Research and develop best strategies for learning, develop ESOL materials for classes, and assist with resettlement clarical duties.

**Position:** Employment Advocacy Intern

**Objective:** This intern will learn how to do casework, case notes, work with federal funders, and operate in a cross-cultural environment. The intern will assist with the counseling and placement of clients, financial reporting of the program, data entry, and filing.

**Position:** ESOL (English for Speakers of Other Languages) Teaching Assistant Intern

**Objective:** Assist ESOL teachers with attendance, teaching materials, and instruction and activities as needed. Hours vary based on need and class times. The ideal candidate would have a passion for education, teaching experience, related education, and/or an interest in ESOL teaching.

**Position:** Fundraising and Development Intern

**Objective:** Help identify opportunities for proposals for funding and grants, assist in the management of donation tracking including thank you letters, collaborate with the Executive Director with Bi-Annual Appeal letter, Collaborate with Communications Interns to promote fundraisers on social media.

**Position:** Immigration & Citizenship Intern

**Objective:** Provide administrative support and assist the Immigration Legal Services (ILS) staff with tasks. This is a clerical position and requires a person that is highly motivates and can work independently with a strong interest in Immigration Law. The Immigration and Citizenship Intern will have the opportunity to learn about the immigration and naturalization laws and policies of the United States.

**Position:** Interpretation & Translation Intern **(no language requirements)**

**Objective:** Assist the Interpretation & Translation Department with incoming phone calls, correspondence, and document management. Previous administrative experience a plus. This position is *strictly clerical*, experience will other languages is not necessary and will not be used.

**Position:** New Project Intern

**Objective:** Assist the Director of New Initiatives in planning, implementing, and evaluating new projects. Example projects include: The Bike Project, Welcoming Week Initiatives, and community and economic development projects.

**Position:** Resettlement Reception Desk Intern

**Objective:** Assist with the initial resettlement needs of refugees by working the resettlement desk. This volunteer will help clients who have arrived to visit with their case manager. Responsible for checking clients in, directing clients to appropriate employees, answering client questions, and coordinating contact with case managers. Must be able to coordinate schedules, use a multi-line telephone, and have cross-cultural communication skills.

**Position:** Refugee Resettlement Intern

**Objective:** Interns will work at the resettlement desk as couriers, coordinating clients needs on a case by case basis. Will also assist case managers with scheduling appointments, and managing their calendars.

**Position:** Volunteer Coordination Intern

**Objective:** Assist IIA’s Volunteer Coordinator with various aspects of volunteer management including onboarding, recruitment, and recognition programs, and help develop strategies to support and strengthen the volunteer program. Provide clerical support and fill-in for volunteer positions as needed.

**Position:** Walking Tour Leader

**Objective:** Responsible for educating newly arrived clients about the services that are available within walking distance in the North Hill area. Lead clients to a general store, to the post office, and the library in order to educate them on various services within these etablishments. This includes teaching specific skills such as how to use a map, how to address an envelope, how to buy items at a pharmacy, etc. This position requires a volunteer who is willing/able to walk for 2-3 hours rain or shine. Must be willing to teach clients with the assistance of interpreters. Tours take place on Wednesdays from 9:00AM to 12:00PM.

**To Apply:** While all internships are unpaid, the program is competititve, and you are encouraged to approach it in the same way you would a job. To submit your resume for consideration or for additional information, please email our Volunteer Coordinator at volunteer@iiakron.org