



Job Description

Position Title	Refugee Employment Intern
Organization	Canopy NWA
Department	Employment Services
Address	2592 N Gregg Ave #40, Fayetteville, AR 72703
Supervisor Name	Lyna Ninkam
Supervisor Contact	lyna.ninkam@canopynwa.org, 479-799-4718

Terms of Employment

A. Background Check

- a. The candidate is required to pass a background check.

B. Eligibility

- a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2020.
- b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way.
- c. Have a valid driver's license and a working vehicle.
- d. The candidate must be able to speak, read and write in English. Additional language proficiency in Arabic, Karenni, Kinyarwanda, Kiswahili, French or Spanish strongly preferred.

C. Work Schedule and Conditions

- a. This internship is a temporary full time (35-40 hours per week) position.
- b. This position is not eligible for paid sick, vacation, and holiday leave during employment.
- c. This position requires flexible work hours with occasional evening or weekend hours.
- d. Starting Date: June 7, 2021 Ending Date: July 30, 2021

- e. The intern must strictly follow Canopy's Covid-19 guidelines with the clients, staff and employers.
- f. The intern must be willing and able to work remotely.

D. Salary and Benefits

- a. Salary. The Refugee Employment Intern is a temporary full-time position. The selected candidate will receive a total of \$3,200 salary evenly distributed during normal pay cycles for the duration of employment.
- b. Professional Development: In addition to the in-person orientation and professional development opportunities by The United Way, Canopy NWA will provide additional professional development opportunities for the intern as part of their onboarding process as well as during their internship with Canopy.
- c. The intern will be given opportunities to attend events focusing on the issues of immigration, mental health, finance and entrepreneurship both in person and online.

E. Evaluations

- a. In addition to the college or university requirement, the intern will receive two evaluations of their performance and competency at the mid-point and end of the internship periods. The direct supervisor will conduct an official exit interview with the intern 2 weeks prior to the end of the internship period.
- b. Additionally, the intern will meet with their direct supervisor on weekly basis. The supervisor will give timely feedback about their performance.

Responsibilities

A. Position Purpose

Canopy NWA helps refugees resettle in Northwest Arkansas by providing case management and a variety of support services for refugees upon arrival. Once a refugee arrives to the United States, they have a period of 90 days to become economically self-sufficient and provide for their own needs through employment. The intern will assist our new arrivals through the early employment training and assist in job attainment in the U.S. Workforce. The intern will work closely with the Employment Specialist to ensure employment services are being implemented in a timely manner.

Furthermore, considering the Covid-19 pandemic, Canopy NWA quickly realized that adapting and adopting to a digital platform is essential in equipping our refugee families to face the challenges of employment, unemployment and underemployment. With this reality in mind, Canopy NWA shifted our comprehensive Job Club curriculum into a digital platform. With limited digital literacy among most of our employable adults, Canopy NWA would like to improve the delivery this quality training to our clients in a user-friendly digital

environment. Thus, this position will also help Canopy NWA by creating visual media material to reduce barriers of communication and employability to our clients.

B. Duties

- a. Adapt the Job Readiness Training for digital platforms
- b. Create videos and other visual media material to enhance the Job Readiness Training curriculum
- c. Conduct a 3-week Job Readiness class (Job Club) to newly arrived refugees. Training will be provided to lead this class.
- d. Assist refugee clients with job applications, interviews and new-hire paperwork
- e. Network with businesses and explore employment opportunities for the newcomers in NW Arkansas
- f. Maintain and update database of employers and potential employers in NW Arkansas
- g. Develop relationships with potential employers, and
- h. Other tasks as needed

C. Community Impact

Short-term Impact: Refugee clients and their respective families are the direct beneficiaries of this project. By securing employment for the newcomers, this position will also help Canopy maintain our record of self-sufficiency for our clients within the 90 days their arrival. With the increasing need for qualified employees in NW Arkansas, this project will help meet those needs by providing qualified and trained employees who are ready to enter the U.S. workforce.

Local employers can increase diversity in their organizations by hiring newcomers.

Long-term Impact: When refugees enter the U.S. workforce and are self-sufficient within the first 90 days of their arrival, it positively changes the narrative about immigrants and refugees in both at the local level and throughout the nation.

Refugees have the opportunity to begin an integration process into the community, building relationships through work and building self-esteem and dignity. This allows families to feel more welcome and connected within the community.

Qualifications

- A. Current Undergraduate or Graduate student
- B. Comfortable working in multi-cultural and multi-language settings

- C. Proficiency in a language spoken by the local refugee population (Arabic, Karenni, Kinyarwanda, Kiswahili, French, Spanish) strongly preferred
- D. Proficiency in digital tools including but not limited to Adobe, PowerPoint, and video editing tools such as Blender, Lightworks, etc, preferred
- E. Demonstrate a commitment to advancing the mission of Canopy NWA.
- F. Experience working with adult learners or English language learners preferred.
- G. Willingness to abide by CDC health guidelines concerning COVID-19.

Learning Objectives

A. Career Development

- a. Working Knowledge of Non-Profit Management: This internship provides an opportunity for the intern to gain a working knowledge and understanding of the day to day operations of a small, local non-profit. The intern will learn how the refugee program works and how they could assist clients integrate into a new country.
- b. Community Engagement: The intern will work with local businesses to create and/or further enhance relationships to aid in securing jobs for newly-arrived clients.
- c. Future Perspective: This internship will provide a platform for the intern to pursue further education in the field of immigration and introduce them to a larger network of nationwide sister organizations.

B. Skills Development

- a. Project Management Skills: The internship will provide hands on opportunity to learn about leadership and project management skills as the intern manages the day to day activities of the Job Readiness Program.
- b. Interpersonal Skills: The intern will develop teamwork skills as they interact with colleagues and clients in both in a physical workplace and in digital realm.
- c. Teaching Skills: The intern will develop skills to adapt physical curriculum to a digital format and create basic technology training tools for clients to be able to be successful in learning digitally. The intern will also conduct and lead classes in a digital format, building public speaking and teaching skills.
- d. Training and Coaching Skills: The student intern work in one-on-one, training and coaching sessions to help clients as they prepare for entering the workforce.

C. Personal Growth and Development

- a. This internship will allow the student to build self-esteem, empathy and flexibility. It will enhance their cross-cultural communication and expand their worldview. Furthermore, it will offer numerous opportunities for the candidate to

give and receive mock interviews as they prepare the clients for their interview with potential employers

SIGNATURE (this will be signed at the point of employment with the student)

Employee Name

Supervisor Name

Employee Signature

Supervisor Signature

Signature Date

Signature Date