

# Lutheran Family Services Rocky Mountains Refugee & Asylee Programs



**Internship Description:** Teacher Assistant Intern  
**Department:** Employment Services (Job Club)

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## **About Internships at LFS:**

An internship at LFS offers the opportunity to gain a deep understanding of refugee resettlement in the Denver area. Interns will work with individuals from diverse cultures who are forging new beginnings in the United States. Challenging, educational and professional work experience will be gained through professional training and real work assignments that will provide valuable insight to the worlds of refugee resettlement and non-profit organizations. At times, interns will work closely with staff members, and other times independently, managing a workload comparable to LFS staff with the goal of helping advance the mission of LFS. Internships are integrated into the operations at LFS to help build the capacity of the organization while utilizing the diverse skill and talent of the interns. We greatly value the time commitment of each intern.

## **Description of the Internship:**

This is the chance of a lifetime! As a Teacher Assistant one will have the opportunity to help clients gain and retain employment by helping all individuals conduct a work search, understand American workplace expectations, and motivate clients to never give up when facing adversity or various obstacles.

## **Responsibilities:**

- Assists with administering assessments.
- Provides equal treatment to all client groups in accordance with the agency's commitment to the dignity of all persons.
- Monitors clients' progress.
- Researches employment options and provides assistance with completing applications.
- Conducts mock and phone interviews.
- Helps maintain students' attendance.
- Performs other duties as assigned.

## **Qualifications:**

- Preferred candidate should be pursuing a degree in international affairs, social work, political science, education or related field.
- Experience in tutoring, and coaching, or mentoring
- Experience working in a multicultural environment, foreign language capability a plus.

- Knowledgeable about and sensitivity to the experiences of refugees and immigrants.
- Ability to exercise initiative and judgment and make decisions within the scope of assigned responsibilities.
- Ability to effectively communicate relevant project information to superiors.
- Excellent writing and communication skills.
- Computer skills: proficiency in Word, Excel, Outlook (Microsoft Office Suite) and Internet use; familiarity with database programs a plus.
- Colorado Bureau of Investigations background check.
- Current driver's license, current insurance and a reliable vehicle is a plus, but not required.

**Time Commitment:** Three months

**Weekly schedule and hours:** 20 - 25 hours per week

**Internship start date:** June 2016

**Internship end date:** August 2016

**Intern will report to:** Dewayne Robinson, Job Club Coordinator, Employment Services