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Internship Opportunities

Position Title: Career Counselor Intern

Department: Employment

Reports to: ACC Career Counselor

Status: Intern/Volunteer

Contact: volunteer@acc-den.org

Job Summary:

This internship is highly interactive, requiring creative thinking to meet the educational needs of refugees with varying skills and English-speaking abilities. This position centers on job coaching and assistance for refugees to help them become self-sufficient and enhance their career opportunities. As a Career Counselor Intern you will gain a deeper understanding of these individuals' backgrounds and skills sets, as well as increased intercultural communication skills, and knowledge of non-profit operations and refugee programs and services in Colorado.

KEY RESPONSIBILITIES:

- Teach interview, application, and job search skills to assist refugees seeking employment
- Assist Career Counselors in assessing, coaching, and tracking progress of individual refugee community members
- Provide referrals of community members to available training programs, supplemental employment services, and other employment readiness programs in Colorado
- Assist walk-in community members in addressing and solving concerns
- Assist in other case management tasks and employment services as needed

QUALIFICATIONS:

The ideal candidate will have strong interpersonal, communication, and organizational skills, and must be able to learn quickly and work independently. The candidate must demonstrate willingness to provide support, assistance, and learn from diverse individuals with varying skills sets, language capabilities, and backgrounds.

BASIC REQUIREMENTS:

- All interns must perform their responsibilities competently and with a positive attitude. Each intern will be assigned a supervisor that will help them to set goals in an effort to facilitate growth and improvement.
- All volunteers/interns are required to work in a confidential manner in all aspects of their work and abide by organizational policies.
- All interns/volunteers must submit a background check before starting.

TIME REQUIREMENTS:

12-16 hours/week; 4-month minimum

APPLICATION GUIDELINES:

- Resume highlighting relevant education/work/volunteer experience
- One-page cover letter explaining what attracts you to ACC, why you are a good fit for the organization, and the three most valuable things you believe you will contribute to our community

Please submit all internship application materials via our online form:

<http://www.acc-den.org/get-involved/intern/>

Applications are due in full by the date listed on website.

The African Community Center is always on the lookout for new energy and support for our work and community. Interns and volunteers play a key role in helping us further our mission as an organization: to help refugees rebuild safe, sustainable lives in Denver through supportive networks of people, services, and community activities.

We value the voices and contributions of each member of the community, meaning we value you and your contributions. As we help our refugee community members rebuild their lives in Denver, we value the fact that we are all learning together and increasing the potential and strength of the individuals throughout the community. If you are ready to make a commitment to our mission, our values, and our vision at ACC, we are ready to warmly welcome you.

This description is intended to indicate the kinds of tasks required of positions given this title. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision.

The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty