**CANOPY NWA  
Refugee Employment Internship Description**

**Job Title:** Refugee Employment Intern  
**Reports To:** Employment Specialist  
**Internship period:** Summer: May 27- August 9; Fall: August 26- Dec 6

**SUMMARY**:

Canopy NWA is able to provide limited material support to its refugee clients for a period of 90 days after they arrive, after which they must be able to provide for their own needs through employment. Canopy NWA is seeking a Refugee Employment Intern to assist in preparing refugee clients to enter the American workforce. The Refugee Employment Intern will assist with teaching Canopy NWA’s job training class, developing its job training curriculum, and one-on-one coaching of its refugee clients.   
10-15 hours/week. Unpaid, for credit.

**ESSENTIAL DUTIES AND RESPONSIBILITES**:

* Helping clients construct resumes
* Helping clients complete job applications
* Preparing clients for job interviews
* Preparing clients for the American workplace
* Driving clients to job interviews and job training
* Developing Canopy’s job training curriculum

**QUALIFICATIONS**

The following is a brief list of the tasks that may be required:

* Standing or sitting for long periods of time
* Speaking for long periods of time
* Taking case notes
* Utilizing translators and/or interpreters for communication with non-English-speaking clients

All candidates must:

* Pass a background check
* Have a valid driver’s license and working vehicle
* Dress appropriately
* Be able to speak fluent English

**EDUCATION and/or EXPERIENCE**   
Must be either an undergraduate or a graduate student for the duration of the internship. Must receive credit for this internship.

*To apply, please submit a resume and cover letter to* [khalid.ahmadzai@canopynwa.org](mailto:khalid.ahmadzai@canopynwa.org)  *by April 19.*