DHS Immigrants & Internationals Initiative
Graduate Intern Job Description

General Responsibilities

• Provide support to the Immigrants and Internationals (I&I) Initiative, including the I&I Advisory Council, its committees, and other activities of the Initiative. Committees include cultural competency, language access, career development, children & youth, and senior engagement. Other activities of the Initiative aim to address issues in behavioral health, community integration, and improvement of access to human service systems. The Initiative is often involved in other special projects concerning immigrant and refugee communities and expects graduate interns to contribute as needed.

• Work closely with one or more of the Advisory Council Committees on various projects and assignments to perform research and develop resources; facilitate communication, community outreach, and event planning; and provide administrative and program development support, etc.; based on committee goals, intern interest and skills, etc.

• Maintain and circulate informational and community resources, news, and events related to the immigrant/refugee population that the Initiative makes available to its stakeholder organizations, including web pages, electronic files, email lists, and other formats; maintain contact information and lists of the Initiative’s stakeholder organizations and individuals.

• Provide administrative support for meetings of the I&I Advisory Council and its committees, as assigned, including planning presentations and communications; preparing meeting materials; attending meetings, taking meeting notes, and contributing to committee progress, etc.

Qualifications

• Candidates must be currently enrolled in higher education. Graduate students preferred.

• Experience with diverse cultures and commitment to inclusion.

• Volunteer or professional experience relevant to internship responsibilities.

Skills and Abilities

• Detail oriented, with excellent writing, editing, research, communication, and organizational skills.

• Enthusiastic, able to engage community participants, and work collaboratively.

• Can solve problems creatively and generate ideas cooperatively in organizational settings.

• Able to balance multiple priorities simultaneously and work independently as needed.