



Community Refugee & Immigration Services

Job Description: Match Grant Case Management Intern

Program: Match Grant	Reports to: Match Grant Program Manager	Location: 4645 Executive Dr. Columbus, OH 43220
Type of Position: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Internship	Hours/Week: <input type="checkbox"/> 40 hours <input type="checkbox"/> 30 hours <input type="checkbox"/> 20 Hours <input checked="" type="checkbox"/> Other (15 hours minimum)	Background Check Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Match Grant is an employment program designed to help newly arrived refugees become employed and self-sufficient within three to eight months after arrival in the US.

Essential Job Functions:

- Assist in the Match Grant Employment Classroom
- Assist with ESOL (English for Speakers of Other Languages) enrollment
- Assist Match Grant Case Manager with case management tasks (employability assessments, transportation to fill out job applications and job interviews, client home visits)
- Collaborate with community members and organizations to raise in-kind donations for the program

Experience and Skill Requirements:

- Excellent written and verbal English language skills
- Skilled in interpersonal and intercultural communication
- Experience working with diverse populations
- Self-motivated with ability to work independently
- Willingness to travel around the Columbus area and transport clients when needed
- Willingness to undergo a background check

Work Experience and Education Preferences:

- Bachelor's Degree or student working towards Bachelor's or Advanced Degree
- Experience working with refugees and immigrants
- Access to a vehicle and ability to drive