### Job Title: Match Grant Case Management Intern

<table>
<thead>
<tr>
<th>Program: Match Grant</th>
<th>Reports to: Match Grant Program Manager</th>
<th>Location: 1925 E Dublin Granville Road, Columbus, OH 43229</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Hours/week:</td>
<td>Background Check Required:</td>
</tr>
<tr>
<td></td>
<td>□ 40 hours</td>
<td>■ Yes</td>
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<tr>
<td></td>
<td>□ 30 hours</td>
<td>□ No</td>
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<tr>
<td></td>
<td>□ 20 hours</td>
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<tr>
<td></td>
<td>■ Other: Min 15 hrs/week</td>
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</tbody>
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### Essential Job Functions:

Match Grant is an employment program designed to help newly arrived refugees become employed and self-sufficient within three to six months after arrival in the US. The essential job functions of the Match Grant Intern are:

- Assist in the MG employment classroom
- Assist with ESL enrollment
- Assist Match Grant Case Manager with case management tasks (employability assessments, transportation to fill out job applications and job interviews, client home visits)
- Organize, value and distribute donations
- Collaborate with community members and organizations to raise in-kind donations for the program
- Assist Match Grant Resource Developer with volunteer coordination for the Match Grant program
- Introduce volunteers to MG Participants

### Work 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 throughout Central Ohio
- Ability to create print materials
- Willingness to undergo a background check

### Work Experience and Education Preferences:

- Bachelors Degree or student working towards Bachelors or Advanced Degree
- Experience working with refugees and immigrants
- Must have a vehicle