



Employment Services Assistant Internship Description

Job Title: Employment Services Assistant

Brief Job Summary:

It is the goal of Dorcas International Institute of Rhode Island (DIIRI) to empower all students and clients. We do this in many different ways, with a key focus on education and workforce development. This internship would serve in the Employment Services Department. The purpose of this internship would be to assist clients in accessing professional opportunities.

The Employment Assistant will assist the Employment Services department through one-on-one assistance to clients and group meetings, employment research, and special projects. Some examples of potential work could be: reviewing job application vocabulary with client, applying for jobs, conducting a job search, helping a client pick out interview clothes, researching employers, developing employment workshops, creating an online market, creating leadership opportunities for students, and other duties as needed. There are many different potential opportunities. All projects are designed to serve the diversity of DIIRI.

The Employment Assistant will report to the Employment Services Coordinator.

Key Duties and Responsibilities:

- Communication by phone, email, and in person
- Data entry, research, and planning
- Work directly with staff and clients, as well as independently
- Outreach to people and businesses
- Assist clients with job preparation

Skills and Qualifications:

- Comfortable working with individuals from many diverse cultures, including non-English speakers
- Computer proficient: online search engines, Microsoft Office, and social media
- Outgoing, comfortable with making phone calls and emails
- Model professionalism in actions, dress, and communication
- Flexible, able to work with changing priorities when necessary
- Valid driver's license and car insurance preferred

Training: On-site training and an agency orientation will be provided.

To Apply:



DORCAS INTERNATIONAL
INSTITUTE OF RHODE ISLAND

Please contact Brandon Lozeau, Community Relations Manager, at 401-784-8649 or brandonlozeau@diiri.org.