

Employment Intern Position Description

Position Title:	Employment Intern
Position Location:	Spokane, WA
Department/Division:	Employment
Job Title of Supervisor:	Employment Programs Manager
Length of Opportunity:	Minimum time commitment: 10 wks. Maximum time commitment: 32 wks.
Number of Positions Open:	2
General Function:	Assist employment specialists with pre-employment and job placement tasks
Specific Job Duties:	<ul style="list-style-type: none">• Assist clients with ESL enrollment• Develop and present entry level employment workshop curriculum• Assist client to become familiar with Spokane's bus system• Assist client with development of written resume and job search skills• Assist clients with employment forms• Assist client during employer's orientation• Other duties as assigned
Knowledge, Skills, & Abilities:	<ul style="list-style-type: none">• Competent in the use of Microsoft Office 2010• Initiative, high sense of responsibility and ability to plan, train, organize, while working within difficult cultural and physical environments• Ability to work with minimum supervision and to deal with problems and issues both promptly and efficiently• Ability to communicate clearly, both orally and in writing• Flexible / motivated team player
Experience Preferred:	<ul style="list-style-type: none">• Cross-cultural experience
Physical Demands:	<ul style="list-style-type: none">• Ability to climb and descend stairs unassisted
Work Environment:	<ul style="list-style-type: none">• Work may take place in locations which can be volatile or lack formal security infrastructure• Working hours will be structured in light of the prevailing emergency situation being addressed



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