

International Institute of Wisconsin- Revised Internship Positions: 2023

IIW requests that interns work 12-20 hours per week and gives preference to those willing to commit to 2 semesters.

Deadline to apply for fall is July 31st

Deadline to apply for winter is November 15th

Deadline to apply for summer is April 15th

Communications:

☐ Help with marketing strategy and public relations aspect. Work on getting the IIW name out in the community and find trends in who is receptive to our mission, who shows interest and who signs up for volunteer opportunities.

☐ Help with social media and marketing of IIW services.

☐ Conduct research for media relations purposes.

☐ Assist with communications and media relations efforts for community involvement.

☐ Collaborates with the President and CEO, and the Executive Assistant in planning, developing, and implementing programs and efforts to effectively communicate IIW's brand and messages both internally and externally.

☐ Assist with IIW's overall media relations efforts, and help create news releases and other media correspondence, developing media lists, tracking coverage, and coordinating reprints.

☐ Develop Search Engine Optimization (SEO) strategy.

☐ Help with fundraising strategies or planning events.

☐ Tabling events with the Community Engagement Coordinator will be an aspect of interacting with individuals and community organizations.

Qualifications:

☐ Pursuing a degree in Marketing, Public Relations, Journalism, or Communications.

☐ Completed class work in one or more of the following: public relations, journalism, communications, marketing.

☐ A passion for working with the media and communicating through written word.

☐ Strong writing and communication skills, exceptional organizational/time management skills and attention to detail, and the ability to juggle multiple priorities at one time.

☑ A highly motivated, strategic thinker who takes initiative to learn and contribute to the team.

☑ Advanced knowledge of Microsoft Office products.

☑ Passionate about achieving strong results for clients while also giving to the communities where IIW works.

Management:

☑ Learn about the operations of IIW and the policies of the refugee agency.

☑ Converse with local and state agencies that IIW is required to be in compliance with.

☑ Analysis of equity and inclusion.

☑ Work with President and CEO, and Executive Assistant to learn about risk and compliance issues and encourage best practices for all of our partners.

☑ Specifically, identify, quantify, prioritize and mitigate risk efficiently to protect IIW.

☑ Assist and partner with four areas of Risk Management including Safety, Worker's Compensation, General Liability, and Environmental Compliance.

☑ Research for grants applications and refugee resettlement initiatives (health, education, job, youth activities).

Qualifications:

☑ Pursuing a Bachelor's degree in Business, Information Systems, Information Technology, Economics or related field.

☑ Effective oral and written communication skills.

☑ A highly motivated, strategic thinker who takes initiative to learn and contribute to the team.

☑ Demonstrated analytical and problem-solving ability.

☑ High degree of self-motivation, passion, and a drive to learn.

☑ Ability to balance multiple priorities.

☑ Strong ability to develop relationships with internal and external partners.

☑ Strong leadership skills focused on facilitation of small group meetings; ability to deliver informative, well-organized documentation.

Health

- ☒ Provide support to our health services team.
- ☒ Help medical facilities understand accessibility and barriers that refugees have when receiving services.
- ☒ Work with health management staff at local hospitals and what steps need to be taken to make sure that all clients' needs are addressed when they are visiting public offices and the doctor's office.

Qualifications

- ☒ Pursuing a Bachelor's degree in Nursing, Health Studies, Biomedical Sciences, or other related health majors.
- ☒ Effective oral and written communication skills.
- ☒ A highly motivated, strategic thinker who takes initiative to learn and contribute to the team.
- ☒ Demonstrated analytical and problem-solving ability.
- ☒ High degree of self-motivation, passion, and a drive to learn.
- ☒ Ability to balance multiple priorities.
- ☒ Strong leadership skills focused on facilitation of small group meetings; ability to deliver informative, well-organized documentation.

Refugee Resettlement

- ☒ Help with education, cultural orientation and curriculum administration. Streamline programs to make them easily accessible to clients.
- ☒ Work closely with IIW case managers to support them as they deliver personalized case management for newly arrived refugees.
- ☒ Make appointments at public benefit and medical providers (doctor's office, FoodShare, school district office).
- ☒ Assists in filling out applications for state identification and social security numbers (AR-11, Selective Service, Social Security).
- ☒ Files cases to ensure that IIW is in compliance with Federal and State regulations.
- ☒ Set-up refugee homes, assist in picking up newly-arrived refugees from the airport.
- ☒ Train refugees on the Milwaukee bus system.

☑ Accompany refugees to medical and public benefit appointments.

Qualifications

☑ Pursuing Bachelor's degree in Social Work, Political Science, International Studies, Foreign Languages and other social science majors.

☑ Access to a car and the ability to drive clients is strongly desired for refugee resettlement interns.

☑ A highly motivated, strategic thinker who takes initiative to learn and contribute to the team.

☑ Comfortable in the face of challenges and working with others to find resolutions.

☑ Effective oral and written communication skills.

☑ Demonstrated analytical and problem-solving ability.

☑ High degree of self-motivation, passion, and a drive to learn.

☑ Ability to balance multiple priorities.

☑ Strong leadership skills focused on facilitation of small group meetings; ability to deliver informative, well-organized documentation.

Intensive mentorship

☑ Provide client based mentorship with a few families

☑ Help them ride the bus and become familiar with the important routes they need to be aware of (job, school, grocery store)

☑ Teach them basic digital literacy skills.

☑ Acquaint the family with the community and various resources that cater to their needs

☑ Help guardian(s) find a job- work with them to find skills and strengths that can translate into a job here in the Greater-Milwaukee area

☑ Work on their resume, mock interviews, job awareness and culture

Qualifications

☑ Pursuing Bachelor's degree in Social Work, Political Science, International Studies, Foreign Languages and other social science majors.

☑ Access to a car and the ability to drive clients is strongly desired for those interested in

providing intensive mentorship to clients.

- ☑ Comfortable in the face of challenges and working with others to find resolutions.
- ☑ Effective oral and written communication skills.
- ☑ Demonstrated analytical and problem-solving ability.
- ☑ High degree of self-motivation, passion, and a drive to learn.
- ☑ Ability to balance multiple priorities.
- ☑ Strong leadership skills focused on facilitation of small group meetings; ability to deliver informative, well-organized documentation.

Students should send their resume and cover letter in PDF format to Estela Vazquez-Ornelas, our Executive Assistant and her email is evazquez@iivisconsin.org.

Students should not have to anticipate an interview unless follow up is needed.