



Learning Exchange Program Internship - Summer 2022

Please note that our office is currently closed due to the ongoing Covid-19 pandemic but we continue to provide our services remotely. This internship will likely follow a hybrid model but we are open to considering applications for fully remote. You will be fully supported by an assigned supervisor throughout your internship.

Join our team! The Rian Immigrant Center is seeking a motivated and enthusiastic intern to become an integral part of our vibrant, fun-loving, and hardworking Learning Exchange Program team.

Why intern at the Rian Immigrant Center?

- It offers an exciting opportunity to make a positive difference in the lives of international Exchange Visitors from Ireland
- Fully supported experience throughout the co-op provided by a Learning Exchange Program staff member
- You will be given significant responsibility and will gain solid experience
- Develop new transferable skills such as client management, data input, workforce development, international program coordination, multitasking, communication and marketing, and more
- Gain a deeper appreciation for a diverse range of cultures and viewpoints
- Learn about the U.S. Department of State and their role in international exchange programs
- A chance to make new connections by participating in organization wide staff meetings and trainings
- Office open Monday to Friday so your weekends will always be free
- Office located in downtown Boston close to all 'T' lines (applicable for in-person/hybrid)

ROLE DESCRIPTION

The Rian Immigrant Center, located in downtown Boston, is seeking a motivated and enthusiastic intern to provide support to the Rian Learning Exchange Program in their administration of the J-1 Intern Work and Travel Program (J-1 IWT). This program allows graduates from universities in Ireland to come to the U.S. for 1 year and obtain an internship related to their field of study. This position offers a wonderful opportunity for someone interested in international studies and cultural exchange programs. Our programs focus on learning, exchange of ideas and experiences, and leadership development.



COMPENSATION

- We welcome applications from students who qualify for work study compensation
- For those not eligible for work study, we can offer a cost of living monthly reimbursement stipend
- We are happy to assist with any requirements to qualify an eligible co-op for academic credit or external funding/fellowships

TIME COMMITMENT

15+ hours per week, between Monday and Friday - we are open to work with schedules - your weekends will always be free as our office is closed.

DATES

- Summer Internship: May/June - December 2022

RESPONSIBILITIES

- Assisting Irish graduates with their internship search
- Reviewing resumes and cover letters
- Assisting in the planning of events for the graduates
- Joining the LEP team at Irish networking events
- Researching job opportunities in various fields of study or in cities such as Boston, New York, Chicago, and San Francisco
- Making and receiving telephone calls, interview scheduling, carrying out interviews, filing and data entry
- Database maintenance in recording all correspondence with program participants and employers (Salesforce)
- Perform some social media tasks to highlight program successes
- Managing client communication in a friendly, helpful and professional manner
- Communicating with exchange visitors to draft news stories / articles for publication.
- Support the mission and values of Rian by demonstrating a commitment to social justice and equity; actively participating in Rian's efforts toward being an anti-racist organization; and value, promote, and integrate anti-racist ideas and policies into our work

QUALIFICATIONS

- Strong attention to detail
- Articulate and self-motivated
- Willingness to learn



- Good interpersonal skills – friendly, helpful, and “can do” attitude
- Strong written and oral communication skills
- Competent in using Microsoft Office and Google Apps, with good data entry skills
- Self-motivated, independent, cooperative, detail-oriented and team player with initiative
- A commitment to the overall mission and values of the Rian Immigrant Center
- Experience with Salesforce is a bonus

REPORTS TO: Director, Learning Exchange Program

HOW TO APPLY:

Please apply by completing our online application form, which can be found here: <https://www.riancenter.org/internship-application>. Please also submit a cover letter and resume using this link.

The Rian Immigrant Center is an Equal Opportunity Employer and strongly encourages candidates of diverse backgrounds and languages to apply.

ABOUT THE RIAN IMMIGRANT CENTER (formerly the Irish International Immigrant Center)

We empower over 3,500 immigrants and refugees annually from more than 120 countries by providing the legal, wellness and educational support they need to build successful lives. Building on our Irish roots of welcoming others and social justice, we help newcomers find community, and we stand up for immigration policies that are humane and just. America is a nation of immigrants, and despite the current political climate, we are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all.

Our vision is of a society where all people are welcomed and valued and enjoy equal opportunities and protections. Rooted in the Irish tradition of hospitality, we work to create a safe and welcoming place for people from around the world who come to our Center.

For more information on the Rian Immigrant Center, please visit www.riancenter.org