



Creating pathways to new beginnings.

## **Manager of Intern Placements**

FULL TIME – EXEMPT: 40 Hours per week

### **SUMMARY**

The Rian Immigrant Center is seeking a Manager of Intern Placements to develop and lead student internship placement services in support of educational, occupational and growth objectives of the J-1 IWT program.

### **ABOUT THE EXCHANGE VISITOR PROGRAM:**

Since 2008, the United States Department of State has designated Rian Immigrant Center as a sponsor of the J-1 Irish Work and Travel (J-1 IWT) visa program. The purpose of this program is to assist Irish university students and recent graduates in gaining valuable work experience in productive twelve-month internships, which will help them upon their return to Ireland advance their careers and become future workers, business leaders and entrepreneurs. The program strengthens the US - Irish relationship. Since 2008, the center has assisted over 3000 participants on the J-1 IWT program.

### **RESPONSIBILITIES**

- 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.
- Act as main support for J-1 IWT Exchange Visitors in their search for appropriate internships in the US and provide ongoing support to them throughout the 12 month experience.
- Identify, develop and maintain relationships with organizations to help promote the J-1 Irish Work & Travel program nationally and regionally and recruit quality U.S. companies to host with the program.
- When appropriate, coordinate and/or perform site visits to participating host businesses.
- Serve as the liaison between the intern and host business.
- Establish procedures for participants and host companies to provide feedback at the end of the internship period.



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- Work with BridgeUSA's STEM initiative which seeks to expand the number of Exchange Visitors and host organizations focused on the fields of science, technology, engineering, and mathematics (STEM).
- Communicate with accepted Exchange Visitors on internship placement support, including employment interview tips, orientation to U.S. work culture, networking, etc.
- Maintain Rian's Salesforce database to include all relevant information such as contact details for current employers, potential employer leads, generating reports to assess management and evaluation of the program, etc.
- Act as Alternative Responsible Officer for SEVIS, responsible for database maintenance, recording all correspondence with program participants
- Support & coordinate the J-1 Advisory Board consisting of a key group of local business, in collaboration with Senior Manager of Rian J-1 in Ireland and Director of Learning Exchange Programs
- Support Director of Learning Exchange Programs with for final preparations of annual reports (Dept of State, Irish Government and Rian's internal reports.)
- Perform other tasks as required by the Director of Learning Exchange Programs

## QUALIFICATIONS

- Commitment to the overall mission and values of Rian.
- A network builder with a history of successfully building and maintaining professional and/or B2B relationships
- Strong organizational skills with great attention to detail
- Ability to problem-solve, take own initiative and think creatively
- Ability to be empathetic and supportive of Exchange Visitors in a range of difficult circumstances.
- Strong written and oral communication skills
- Strong good data management skills and experience with Salesforce
- Ability to handle sensitive and confidential matters with the highest level of discretion
- Must be a U.S. Citizen or a Legal Permanent Resident to operate DHS SEVIS system
- Experience of previous Business to Business communications preferred

**Status:** Exempt

**Reports to:** Ellie Carver, Director of Learning Exchange Programs



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**How to Apply:** Please send a cover letter and resume as a PDF to [career@riancenter.org](mailto:career@riancenter.org) with Manager of Intern Placements as the subject line.

**Application Deadline:** April 20, 2022

Rian Immigrant Center is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender identity, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.

#### **ABOUT RIAN IMMIGRANT CENTER**

Rian Immigrant Center offers a comprehensive, multi-service approach to supporting families from more than 126 countries. Rian provides the immigration legal, resource and support services, and educational support immigrants need to gain stability, security, and build pathways to success. Rian was founded in 1989 by a group of immigrants, and we have assisted over 40,000 immigrants make successful transitions to new beginnings in New England.

In addition to our services, rooted in the tradition of welcoming others and social justice, we help newcomers find community, and stand up for immigration policies that are humane and just. We are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Rian strives to intentionally create an environment for staff, individuals we serve and others, that fosters intercultural belonging, and is anti-racist and equitable. We are committed to valuing and promoting anti-racist ideas and policies.

**Working at Rian:** Our staff of thirty-plus; immigration attorneys, social workers, educators, youth workers and others, bring enthusiasm and a commitment to our mission and the work at the Center. We work as one team. Our generous benefits package includes a hybrid work environment with flexible worktime, health benefits, 20 vacation days, 15 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together.