

Manager of Intern Placements

May 24, 2023

FULL TIME – EXEMPT: 40 Hours per week

SUMMARY

Rian Immigrant Center seeks a Manager of Intern Placements to develop and lead internship placement services in support of educational, occupational and growth objectives of the J-1 IWT visa program. The Manager of Intern Placements acts as the main support for J-1 IWT Exchange Visitors in their search for appropriate internships in the U.S. and provides ongoing support to them and host organizations throughout the 12 month visa experience.

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.

J-1 Internship Placement & Professional Development Support (60%)

- Work directly with accepted Exchange Visitors to support them in their search for appropriate internships in the U.S. aligned with visa regulations and their professional goals
 - Provide resources and support on topics related to employment including resume and cover letters, employment interview tips, orientation to U.S. work culture, networking, etc.
 - Maintain communication with J-1s and track their internship search progress to provide appropriate individualized support as needed, including researching job opportunities, facilitating networking connections, and making direct referrals for positions available with Rian J-1 Employer Partners
 - Review and approve the internships secured by J-1 Exchange Visitors to ensure they are aligned with visa requirements
- Implement tiered support plan to identify and prioritize J-1 IWT Exchange Visitors in need of additional support with their job search throughout their 90 day period to find work.
- Collaborate and communicate with community partners and members of Rian's professional network to share and facilitate events focused on professional development topics
- Provide ongoing support to J-1 Exchange Visitors throughout their 12 month visa experience on all issues relating to employment

Employer Support & Network Building (30%)

- Identify, develop and maintain relationships with organizations to help promote the J-1 Irish Work & Travel program nationally to recruit quality U.S. companies to host interns with the program,

and expand Rian's networks across the U.S. to increase local support for J-1 Exchange Visitors in the cities they are in.

- When appropriate, coordinate and/or perform site visits to participating host businesses
- Serve as the main point of contact for current and prospective host organizations, and provide support on all issues related to employing a J-1 Intern
- Collect and review feedback from host companies about their experiences at the midpoint and end of the internship period
- 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).
- Support & coordinate the J-1 Advisory Panel consisting of a key group of local business and volunteers who support the J-1 Program, in collaboration with Senior Manager of Rian J-1 in Ireland and Director of Learning Exchange Programs
- Travel to New York City on a quarterly basis to meet with J-1 Exchange Visitors, attend and facilitate networking events, and conduct site visits with host organizations.

General Program Support (10%)

- 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 Director of Learning Exchange Programs with final preparations of annual reports (Dept of State, Irish Government and Rian's internal reports.)
- Attend cultural exchange events hosted by Rian J-1
- Supervise and manage Learning Exchange Program interns
- Demonstrate a commitment to social justice and equity; actively participate in Rian's efforts toward being an anti-racist organization; and value, promote, and integrate anti-racist ideas and policies into your work.
- Perform other tasks as required by the Director of Learning Exchange Programs.

QUALIFICATIONS

- A commitment to the overall mission and values of Rian Immigrant Center
- 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.
- Ability to manage time and prioritize tasks to work within confines of visa deadlines
- Strong written and oral communication skills
- Strong 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



Creating pathways to new beginnings.

- Must be willing to do overnight travel several times throughout the year
- Must be willing to work some evening hours to attend events and networking opportunities

Status: Exempt

Reports to: Ellie Carver, Director of Learning Exchange Programs

Salary Range: \$54,000 - \$59,000

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

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.