

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

**Allegheny County Department of Human Services (DHS)
Immigrants & Internationals (I&I) Initiative
2016 Graduate Student Internship**

Description

The I&I Intern provides administrative support to the I&I Initiative, which seeks to support a human services network that understands and meets the needs of immigrants in Allegheny County. The Intern may be assigned to support one or more activities of the Initiative, including but not limited to the I&I Advisory Council (immigrant leaders and professionals who advise DHS), working groups of the Council, resource development, and coordination of immigrant services and supports. Projects of the Initiative often involve the key issues of language, cultural competency, consumer access, and coordination of complex systems across the domains of child and family support, senior engagement, behavioral health, workforce development, and education, among others.

General Responsibilities*

- Provide administrative support to the I&I Initiative, the Advisory Council, and related committees and projects; including but not limited to planning meetings, presentations and events; preparing agendas and meeting materials; facilitating group communication; attending meetings and taking notes; monitoring the progress of projects, committees and other collaborations; and maintaining stakeholder contacts.
- Develop and maintain informational resources, news, and events related to local immigrant groups, including reports, guides, flyers, and other media intended to raise awareness of immigrant needs, characteristics, and effective supports within the human services network.
- Interact with local immigrant leaders, service providers, and other stakeholders of the Initiative through email, phone, and meetings, as needed and under the supervision of the Initiative, in order to further collaboration and advance projects of the Initiative, the Advisory Council, and related working groups.
- Assist the Initiative in researching and applying promising practices, programs, and policies to address the needs of immigrants within local human service systems and communities.

** Actual assignments are based on the current needs of the I&I Initiative and the skills and interests of interns.*

Knowledge, Skills, & Abilities (KSAs)

- Detail-oriented, with excellent writing, editing, research, analysis and organizational skills.
- Strong communication skills; able to collaborate in complex organizational and community settings.
- Solid understanding of human services, government, and community development concepts.
- Able to work independently, manage priorities and contribute to a professional workplace.

Qualifications

- Currently enrolled in a program of higher education.
- Experience with diverse cultures and commitment to inclusion.
- Significant professional or volunteer experience relevant to internship responsibilities.

Application & Contact Information

To apply, please send a (1) résumé, (2) cover letter, and (3) writing sample to:

Barbara Murock: barbara.murock@alleghenycounty.us and Andy Smith: andrew.smith@alleghenycounty.us.

The Allegheny County Department of Human Services does not discriminate against anyone on the basis of a protected class including: race; color; religion; national origin; ancestry or place of birth; sex; gender identity or expression; sexual orientation; disability; marital status; familial status; age (40 and older); or use of guide or support animal because of blindness, deafness, or physical disability.

MARC CHERNA, DIRECTOR
DEPARTMENT OF HUMAN SERVICES
EXECUTIVE OFFICE

HUMAN SERVICES BUILDING • ONE SMITHFIELD STREET • SUITE 400 • PITTSBURGH, PA 15222
PHONE (412) 350-5701 • TDD (412) 473-2017 • FAX (412) 350-4004