

**COUNTY OF**



**ALLEGHENY**

**RICH FITZGERALD**  
COUNTY EXECUTIVE

## **DHS Immigrants and Internationals Initiative Intern Job Description**

### General Project Intern

- Provide general support to the Immigrant and International (I&I) Initiative, which includes the Immigrants and Internationals Advisory Council and its five committees
- Ongoing monitoring/maintenance of the Initiative's Intranet and Internet information and resource pages. Maintain electronic files of resources and general Initiative information on the shared drive.
- Provide administrative support for the I&I Advisory Council Quarterly Meetings: communicate with members re: meeting announcements, presentations, reminders and requests for RSVP, prepare materials for the meetings (agendas, sign up sheet, resources and handouts as needed, etc.), attend meetings, take meetings minutes, etc.
- Work closely with one or more of the five committees on various assignments, research, resource and program development, community outreach etc. based on program need, intern interest, qualifications, skills, etc.
- Monitor selected sources for resources/information/latest research regarding the issues of immigrant/refugee population

### Special Project Intern

- Provide support to a specific project or committee of the Immigrant and International Initiative, its activities, etc.
- Responsibilities will include research, resource and program development, community outreach etc. based on project goals and needs
- Other tasks in support of Initiative as assigned

### Qualifications

- Students must be currently enrolled in higher education. Graduate students preferred
- Experience with diverse cultures and commitment to inclusion. Ability to engage community participants and work collaboratively.
- Excellent writing, editing, research, communication and organizational skills
- Ideal candidates are detail-oriented, creative, enthusiastic, able to balance multiple priorities simultaneously, and often work individually and unsupervised.

To submit for this position, email your resume, cover letter and writing sample to:

### Contact Information

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