



EE INTERN JOB DESCRIPTION

MISSION STATEMENT

The UMD SAFE Center is the first university-based center that focuses on comprehensive direct services, research, and advocacy in the field of human trafficking. Economic Empowerment is a key element in restoring trafficking survivors' independence and self-determination, but few programs are geared towards these needs. The SAFE Center is partnering with workforce experts and organizations to develop an approach that enhances workforce training and job stability for survivors of human trafficking. The SAFE Center's Economic Empowerment program will focus on job readiness, financial literacy, adult education, and job placement.

OVERALL PURPOSE AND OBJECTIVE OF THIS POSITION

The purpose of this internship is to introduce the student to current workforce practices at the Safe Center. During the internship, the student will be assisting with a wide range of events, marketing campaigns, and building relationships with community and regional partners. The ideal candidate should have a strong passion for working with underserved communities.

MAJOR RESPONSIBILITIES

- Assist with the development of partner employer/business relationships to place qualified candidates into jobs
- Assist with planning and implementation of workforce training events
- Assist with developing a contact list for local employers/businesses including developing a spreadsheet with partner employer/business contacts and client interest
- Keep an updated list of job postings
- Communicate with employers and business partners
- Assist EE Coordinator with resumes, cover letters, interview preparations, and job placement

INFORMATION ABOUT INTERNSHIP

- Open: January/February 2022
- Duration: Spring or Summer Semester 2022
- Weekly Commitment: 10 – 20 hours (Flexible)
- Location: Remote
- Job Title: Economic Empowerment Intern
- Supervisor: Economic Empowerment Coordinator
- Compensation: Unpaid Internship (Willing to sign off on credits)

PREFERRED SKILLS

- Microsoft Word, Excel, and PowerPoint
- Strong written, verbal skills, and communication background
- Research skills
- Outgoing and willing to work with people of all ages

HOW TO APPLY

Please provide a cover letter and resume to the Economic Empowerment Coordinator Ashley Greene at Ashley.Greene@UMaryland.edu ; Applications will be considered on a rolling basis.