

US Together Microenterprise Development Intern – Summer 2021

US Together is seeking a community Microenterprise Development Program Assistant. This position is an unpaid internship for the Summer 2021 (May to August) to support our Microenterprise Development Program, which helps refugees launch their own businesses.

Position Responsibilities:

- Communicate with clients about programmatic developments and changes
- Assist clients with financial literacy and small business training
- Do industry specific research to help clients navigate the launch of their businesses
- Assist clients with setting up e-commerce pages such as Etsy, Facebook Shops, etc. as well as development of promotional materials for their businesses using Canva (business cards, logos, flyers, social media posts, etc.)
- Support with virtual and in-person market opportunities where clients can sell their goods, practice their customer service skills, and build up their customer bases
- Assignments are very flexible and dependent upon the needs of the Microenterprise Development Program at the time. We are also interested in hearing what you are interested in doing to support the program and what unique skills you bring that could benefit our entrepreneurs.

Join us in our mission while building important professional skills:

- Gain non-profit experience
- Learn about microfinance and the process for launching new businesses in Ohio
- Develop your cultural competency through direct service with our clients
- Apply your university studies to existing situations, issues, and people

Expectations of Microenterprise Development Program Assistant:

- Commit to 10 – 15 hours per week
- Appreciation for and respect of diverse cultures and backgrounds
- Clear and effective communication when speaking on behalf of clients
- Open to performing a variety of tasks on an impromptu basis
- Respect our staff, clients, and agency as a whole by committing to your agreed weekly hours and remaining punctual
- Ability to take initiative, work independently, and prioritize responsibilities after initial training
- Resolve to request clarification when instructions are unclear and assistance when necessary
- Maintain consistent and appropriate professionalism in dress, attitude, communication, and work performance

About US Together

Together we can make the world better!

Our Mission: To coordinate, organize, and initiate services to immigrants and refugees through education, advocacy, support services, information, referrals, and networking opportunities in order to strengthen the community that we live in. US Together, Inc. is a not-for-profit 501(c)(3) mutual assistance agency founded in 2003 as a response to the needs of refugees and immigrants in central Ohio. As a refugee resettlement agency and an affiliate of the HIAS, we accept cases from all over the world that are forced to seek refuge in another country due to the inability to stay in their native country. Services are provided through our Columbus, Cleveland and Toledo offices to hundreds of nationalities that are starting their new lives in the United States. Through all interactions, we strive to keep in accordance with our mission.