



## **Job Description: Program Development Intern**

Vickery Trading Company equips refugee women for long-term success through vocational training, personal development and fair wages. We're a non-profit social business that manufactures a children's clothing line in the heart of Dallas. Our holistic approach to training includes career training as well as cultural assimilation and personal development. We are looking for an organized and empathetic leader who can assess refugee needs and help implement an effective plan to address them.

Reporting to the Programming Director, the Program Development Intern will assist in the implementation and refinement of VTC's cultural assimilation and personal development programming. They will operate a robust program that will enhance Associates' ability to thrive in American culture while fostering a loving and supportive environment for them.

### **Responsibilities**

- Build trust and develop rapport with Associates
- Identify training and service needs among Associate population, including but not limited to professional development, education, financial literacy and community resource needs
- Assist in development and implementation of training program that meets Associate needs
- Oversee Associate personal development training
- Evaluate Associate progress
- Execute necessary follow-up with Associates to enable mastery of trained skills
- Assist with volunteer coordination for programming
- Other necessary administrative duties

### **Qualifications**

- Must love people and be comfortable interacting in a multicultural setting
- Teaching experience a plus, even if in a non-professional setting
- Experience in Program Development, especially in low-income or social services settings a plus
- Proactive problem prevention and issue resolution ability
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Personal qualities of integrity, credibility, and dedication to the mission of VTC

Start Date: 1 Position open available, Sep 9-Nov 22, 2019 commitment

Hours: 10 hours/week; minimum 2 days per week; all hours in office

Compensation: This is an Unpaid/Volunteer internship, but happy to provide a reference for experience

To Apply: Please send cover letter and resume to [info@vickerytrading.org](mailto:info@vickerytrading.org)