



Soft Landing Missoula

(A fiscally sponsored project of Social and Environmental Entrepreneurs)

Driver's License Navigation Intern Job Description

Job Description:

6-15 hours a week, one semester minimum

The Intern will join Soft Landing Missoula's dynamic non-profit organization as a team player, focusing primarily on general support for refugees navigating earning their driver's license and registering and insuring a new car. They will work in a fast-paced, interactive office environment to help SLM enhance its ability to serve a growing number of resettled refugees and continue to increase Missoula's capacity to be a welcoming community. This position is flexible, with some off-site hours and occasional night and weekend hours. The ideal candidate can commit to 2-3 days a week, 3-5 hours at a time..

About Soft Landing Missoula:

Our mission is to partner with our community to provide supportive services and welcome for refugees and immigrants in Missoula, working together to create a home where new neighbors can integrate and thrive. Soft Landing Missoula operates under Social and Environmental Entrepreneurs (SEE), a 501(c)3 nonprofit organization which provides fiscal sponsorship.

The Intern will:

- Interact with clients and community members who come into our community resource center
- Maintain set office hours to work directly with clients
- Assist clients with scheduling of permit and driving tests with the DMV
- Assist clients with accessing study materials and pairing them with study buddies to prepare for the written exam
- Work with Director of Family Engagement to create useful translated study materials that are in ELL-friendly formats
- Facilitate twice a month study groups at Soft Landing Missoula
- Assist clients with understanding paperwork and documents needed to obtain a license
- Provide transportation for clients for their scheduled appointments as needed
- Help clients to navigate the process of obtaining insurance and registering a new car
- Assist high school aged youth to sign up for Driver's Ed at school or form study groups that are accessible to them
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The ideal candidate will:

- Have a passion for refugee resettlement in Missoula and beyond
- Have a proven ability to establish and meet deadlines, multitask, and prioritize
- Have a working knowledge of the Missoula community and resources
- Have the ability to interact positively with a variety of people
- Have the ability to work independently and take initiative to follow through
- Have the ability to transport clients (preferred, but not necessary)

To apply, please submit an email of interest and resume to molly@softlandingmissoula.org. This position is not financially compensated, but may be eligible for a stipend upon successful completion of the internship.