



COPENHAGEN REFUGEE COMMUNITY

Thoravej 7, ground floor
DK-2400 Copenhagen NV
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INFO@TRAMPOLINEHOUSE.DK

www.trampolinehouse.dk
www.facebook.com/trampolinhuset

REFUGEE INTERNSHIPS COORDINATOR INTERN



Job description

Trampoline House offers internships and job training to asylum seekers and refugees with the aim of preparing them for the Danish labor market and jumpstarting their new life in Denmark. During the internship or job training period, Trampoline House helps interns develop their skills and match them with companies and organizations looking for interns or employees.

Asylum seekers can intern two times a week for a minimum of six months in for instance our catering service, hair salon, tailor shop, legal counseling department, administration, kitchen team, cleaning team, or language classes. In return, the house will reimburse their travel expenses to/from the house.

Refugees with residence permit can intern 25 hours per week for a minimum of three months in all departments of the house: administration, counseling, communication, curating and exhibitions, and programming.

Intern responsibilities

You will be working closely with the Trampoline House Refugee Internships Coordinator and the Administrator on:

- interviewing and allocating in-house internships or job training to asylum seekers and refugees
- introducing interns and job trainees to their job and responsibilities in the house
- issuing contracts, diplomas, and letters of recommendation
- taking attendance and reimbursing travel expenses
- mapping and registering intern/job trainee skills in our job data base for future employment matching
- organizing quarterly job training courses with professionals/companies/organizations

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Requirements

- You should be able to work 20–25 hours a week
- It is preferable that you speak Danish in addition to English
- Skills in Word and Excel are preferable
- Bring your own laptop to work with, if possible

If you have any questions, please email them to internship@trampolinehouse.dk

Trampoline House is an independent community center that provides refugees and asylum seekers in Denmark with a place of support, community, and purpose. Many different people with varied life experience make up the house – all united by the desire to better the living conditions of asylum seekers and refugees in Denmark. Trampoline House encourages all qualified applicants regardless of gender, sexual orientation, age, race, ethnic origin, and religion to apply for the position.