Cultural Orientation Intern

POSITION TITLE: CO (Cultural Orientation) Intern

DURATION: Minimum of 3 months

INTERNSHIP: Unpaid/volunteer

BACKGROUND: Working in collaboration with the U.S. Department of State and Episcopal Migration Ministries, IRM-W resettles approximately 70 refugees in Wilmington and the surrounding area each year. IRM-W staff provide core services for all new arrivals, such as initial housing, furnishings, food, medical appointments, and school enrollments. The goal is to help refugees transition to self-sufficiency as soon as possible.

All newly-arrived refugees attend a series of Cultural Orientation (CO) workshops. CO is geared towards adult refugees and group size and composition with vary in terms of age, ethnicity, native language, and past experience with CO topics. The CO Intern will facilitate or co-facilitate CO workshops and assist with all logistics related to CO.

RESPONSIBILITIES:

- Facilitate (or co-facilitate) weekly Cultural Orientation workshops for newly-arrived refugees, using a pre-existing curriculum
- Provide logistical assistance for CO workshops, such as preparing materials, setting up the classroom space, transporting clients to and from workshops, and completing required documentation
- Provide one-on-one public transit training for refugees who need extra practice, as coordinated by IRM-W staff
- Assist with the development and implementation of basic evaluation procedures for CO workshops
- Other relevant duties as assigned

REQUIREMENTS:

- Experience teaching or training preferred
- Ability to work effectively with volunteers, staff, and clients in a cross-cultural, team-based environment
- Strong attention to detail
- Commitment to client confidentiality
- Ability to work proactively with minimal supervision
- Excellent intercultural communication skills; prior experience working with diverse populations and non-English speakers preferred
- Available to work at least 8 hours/week, including every Wednesday from 9 a.m. – 1 p.m.
- Must be able to clear the required background check

TO APPLY: Send resume and letter of interest to: Sara Pascal, Sub-Office Coordinator, spascal@helpingrefugees.org