Refugee Resettlement Internship

POSITION TITLE: Refugee Resettlement Intern

DURATION: Minimum of 3 months

INTERNSHIP: Unpaid/volunteer

COMMITMENT: 15-20 hours/week, to be completed in 2-3 full days during IRM-W’s business hours (9-5 M-F) (IRM-W is flexible with school hours, exams, class schedule changes, etc.)

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.

The Refugee Resettlement Intern will work alongside IRM-W Case Management and Employment staff to assist with initial resettlement needs of refugees.

RESPONSIBILITIES:

- Assist Case Management staff with services for newly-arriving refugees, including (but not limited to):
  - Applications for social security cards
  - Enrollment in ESL classes
  - Applications for public assistance programs (food stamps, Medicaid, etc.)
  - Medical appointments
  - School enrollments
- Assist Employment staff with preparing refugees to work, including (but not limited to):
  - Helping clients fill out job applications
  - Creating resumes with clients
  - Assisting refugees in accessing reliable transportation to and from the job site
- Completing required documentation of services provided
- Other relevant duties as assigned

BENEFITS/LEARNING OBJECTIVES:

- Gain hands-on experience with, and knowledge of, the refugee resettlement process. Learning may include the processes and standards of U.S. refugee resettlement; challenges faced by newly-arriving refugees; cultural experience with people from a wide variety of backgrounds; and public programs and services available in the Wilmington community.
• Gain professional experience with a nonprofit organization. Interns are an integral part of IRM-W and are treated as an extension of staff. Interns will gain transferable skills that can be utilized in any nonprofit environment.

REQUIREMENTS:

• Ability to work effectively with volunteers, staff, and clients in a cross-cultural, team-based environment
• Interest in international and refugee issues
• Strong attention to detail; highly organized
• Commitment to client confidentiality
• Ability to work proactively and independently in a fast-paced environment; strong personal initiative
• Excellent intercultural communication skills; prior experience working with diverse populations and non-English speakers preferred
• Computer-literate
• Available to work at least 15-20 hours/week (2-3 full days each week)
• Must be able to clear the required background check

TO APPLY:

Send resume and letter of interest to:

Sara Pascal, MSW
Sub-Office Coordinator

spascal@helpingrefugees.org