

Refugee Reception and Placement (R&P) Intern

Candidate Profile:

- Should be energetic with a positive attitude and be comfortable in a cross-cultural environment
- Should be flexible, able to multitask, and willing to learn
- Second language ability, particularly Somali, Spanish, Karen, French, or Kiswahili, preferred
- Should have experience with computers and Microsoft products
- Candidate must be able to pass a background check

Position Description:

The Refugee Resettlement intern assists in the refugee services department with files and paperwork related to refugees arriving in the U.S. Tasks include organizing and creating client files, notifying U.S. residents of family members' arrival dates, and notifying clients of upcoming interviews. If you have a car that you are willing to use (mileage reimbursed) you could also assist case managers with apartment set up and airport arrivals.

The majority of our clients are refugees from Somalia, Burma, Democratic Republic of Congo, and Iraq.

Training is provided and you will be supervised by IIMN program staff throughout your internship.

Primary Duties Include:

- Assist with office organization, filing, and phone calls
- Meet with U.S.-based family members of refugees
- Teach refugees to use public transportation (at least two appointments per month)
- Help set up apartments for new refugee families
- Use web-based database
- Assist with administrative projects

Time Commitment:

- Minimum of 15 hours/week
- Monday – Friday, 9am-5pm (days and times are flexible)
- Priority given to candidates who can commit to full semester or three months