

Internships to Support Refugees in Albany, 2011 with the U.S. Committee for Refugees and Immigrants



The U.S. Committee for Refugees and Immigrants has been helping people flee war and persecution since 1911. Through its network of resettlement field offices and partner organizations, USCRI provides refugees and immigrants with the support, services and opportunities they need to rebuild their lives and enrich their communities. From the first bewildering days after arrival, to the excitement of starting a new job, to the elation of purchasing a home or opening a business, USCRI Albany works alongside our clients to make sure that they keep taking the next step towards their successful integration and active participation in the United States.

The USCRI field office in Albany opened in 2005 and now resettles hundreds of refugee families every year in the Capital Region of New York State. The largest populations served by the Albany field office are Burmese, Iraqi, Afghan, Congolese, and Bhutanese refugees. The Albany field office also has an immigration and asylum services program that serves not only refugee clients and their families, but asylum seekers and immigrants from the wider community as well.

We have a number of opportunities for community members to support refugees in a significant way by taking on an internship at the USCRI-Albany office:

About our Internships

- All internships are unpaid. Interns are responsible for all costs of living. We are happy to support interns who wish to get academic credit for their work with USCRI. These internships provide significant program management and direct service experience to help you build your resume for future employment in related fields.
- Internships are for a minimum of 12 hours/week for 12 weeks, but some positions require a longer commitment; preference is given to applicants who can make a longer-term commitment and work 25 hours or more a week.
- If you wish to be considered for more than one position, please indicate this in your cover letter. Please also include in your cover letter the time frame and number of hours per week you are available for the internship.

Required Qualifications

- Acquiring or having already acquired a Bachelor's Degree in a related field
- Must speak, read, and write English fluently and at a university level
- Must be proficient in Microsoft Word and Excel and other Windows applications.
- Must have excellent organizational, time-management, follow-up, interpersonal, and administrative skills
- Must have excellent telephone manner, research and writing skills, attention to detail
- Must be capable of working in a fast-paced, multicultural office environment, take initiative, and be able to handle multiple assignments at once and meet deadlines
- Commitment to the human rights and general welfare of asylum seekers, refugees and immigrants

Desired Qualifications

- Strong candidates will have previous internship experience in non-governmental or inter-governmental organizations
- While a second language is not required, preference will be given to speakers of: Arabic, Farsi/Dari, Burmese, Karen, Nepali, French, and Russian
- Strong candidates will have a solid understanding of international relations, immigration law, refugee policies, human rights, and/or experience with victims of torture.

Internship Areas and Positions

Client Services & Program Support

These interns are involved with one of USCRI's core programs, and take daily direction from program staff. Minimum weekly commitment of 12-20 hours required.

- **Case Management Interns:** Assist Case Managers in providing necessary services to new arrivals within their first 1-6 months. Manage and update case files, schedule appointments, assist with initial home set-up, follow up with clients.
- **Housing/Warehouse Coordinator:** The Coordinator is responsible for conducting housing searches, viewing apartments, arranging for rental, completing documentation, and coordinating the set-up of furniture and household goods. Facilitate donations from the community and help to ensure a smooth set up of apartments for newly arriving refugees.
- **Job Development Interns:** Work with Job Developers to help refugees find jobs. The position involves administrative work, direct service to clients, and outreach to employers and educational facilities.
- **Reception Services Intern:** Coordinate front desk client services at the USCRI office, and take a lead role in preparing homes for new arrivals.
- **Family Support Services Intern:** Support programming to enhance relationship skills and build community among refugee clients. Plan events for children, adults, and families; coordinate workshops; provide administrative support. *Social Work student preferred.*
- **Immigration Services Intern:** Work closely with the Immigration Services Coordinator on immigration (including refugee family unification) and asylum cases. Schedule appointments, perform intakes, assist clients in completing paperwork, and conduct research.

Project Leadership

These competitive internships are appropriate for applicants who have significant leadership experience, and have experience managing multifaceted projects. Must be able to work with minimal supervision. Minimum hours vary.

- **Cultural Orientation Program Intern:** Manage Cultural Orientation program to help refugee families adjust to life in the United States. Deliver weekly workshops, improve curriculum as needed, shape the program so that it can be maintained by volunteers and interns. 15+ hours / week
- **ESOL Intern:** Coordinate English instruction for refugees, including ESOL (English for Speakers of Other Languages) classes and one-on-one tutoring. Recruit and support volunteers, provide training materials, serve as liaison with partner agencies, help clients access learning opportunities. 12+ hours / week
- **Health Education and Advocacy Intern Team:** This team of interns is responsible for coordinating health services, providing educational opportunities, collaborating with partner agencies, and developing new programming and effective systems to support the health of refugee communities. 25+ hours /week
- **School Connections Intern:** Act as liaison between refugee families and public schools. Help families register children for school, complete immunization requirements. Work with schools to build capacity for serving refugees and immigrants. Hiring for Summer 2011, 30+ hours/week
- **Refugee Mentor Program Intern:** Help community members who wish to volunteer connect with refugee families in need of support. 15+ hours / week
- **Outreach & Development Intern:** Work closely with Resource Manager to build community support for the refugees served by USCRI Albany. Help raise funds from grants, events, and individual donations. 15 + hrs

More details about the positions are available on www.idealists.org

To apply, please submit a resume and cover letter. Your cover letter should include the internship(s) or area(s) you are interested in, as well as the time frame and the number of hours per week you will be available. All internships are unpaid, but we are happy to support interns seeking college credit or outside funding for their work.

Applications should be submitted to Jen Barkan, Resource Manager, at info@uscric-albany.org
Learn more about USCRI Albany at www.RefugeesAlbany.org