

U.S. Committee for Refugees and Immigrants

Albany Field Office

2011-2012 Internship Listings

Albany, New York

Client Services and Program Support

Case Management Intern

Job Development Intern

Self-Sufficiency Services Intern

Housing/Warehouse Coordinator Intern

Executive Assistant Intern

Immigration Clinic Administrative Intern

Immigration Clinic Legal Intern

Project Leadership

Cultural Orientation Program Intern

ESOL Coordinator Intern

Refugee Health Navigator Program Intern

School Connections Intern

Refugee Mentor Program Intern

Outreach & Development Intern

Jill Peckenpaugh Director of Albany Field Office

Jen Barkan Resource Manager



U.S. COMMITTEE
FOR REFUGEES AND IMMIGRANTS
Albany Field Office

The U.S. Committee for Refugees and Immigrants has been helping people flee war and persecution since 1911. USCRI addresses the needs and rights of persons in forced or voluntary migration worldwide by advancing fair and humane public policy, facilitating and providing direct professional services, and promoting the full participation of migrants in community life. Through its network of resettlement field offices and partner organizations, USCRI provides refugees and immigrants across the United States with the support, services and opportunities they need to rebuild their lives and enrich their communities.

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 from Burma, Iraq, and Bhutan, with others coming from the Congo, Sudan, Eritrea, Afghanistan, and the former Soviet Union. USCRI Albany focuses on meeting the immediate basic needs of new arrivals, assisting refugees in obtaining early employment, achieving self-sufficiency, and nurturing community integration for new Americans.

USCRI Albany offers opportunities for community members to support refugees in a significant way by taking on an internship at the USCRI Albany office.

Benefits and Resources Available to USCRI Albany Interns

All interns have access to a range of benefits during their time at USCRI Albany, including on-the-job learning opportunities and professional development resources. USCRI Albany interns can expect to do the following:

- Develop a rich understanding of refugees and refugee resettlement.
- Experience immersion in the daily operations in the field office of a multicultural nonprofit organization with a century of experience serving immigrants and refugees across the United States and internationally.
- Participate in on-site and online trainings related to both the field of refugee resettlement and skills relevant to any nonprofit setting. Interns can join in weekly webinars offered through the national USCRI network and can access trainings provided by partner agencies.
- USCRI staff are available to provide advice on job search in the refugee resettlement field, and will review and provide feedback on interns' resumes and cover letters.

Many interns also:

- Take advantage of the opportunity to network with refugee resettlement sites around the country and other social service agencies in the Albany area.
- Gain leadership and/or project management experience through volunteer supervision and program development.
- Assist with fundraising activities, including grant writing and special events.

About our Internships

• All internships are unpaid. Interns are responsible for all costs of living. USCRI can support interns who wish to get academic credit for their work with our agency. Our internships provide program management and direct service experience to help interns build their resumes for future employment in related fields.

• **Interns must commit to a minimum of 10-12 weeks, 12-20 hours a week during the academic year, 30-40 hours a week in the summer.** Preference is given to applicants who can make a longer-term commitment.

• Interns must complete hours within the business week, Mon-Fri 8:30-5:00.

• Most internship applicants are looking to gain experience working with refugee populations. Please note that internships with USCRI Albany are not an opportunity to get to know refugees and immigrants on a personal level. Rather, interns assist with the delivery of services to refugees as clients of USCRI, maintaining professional boundaries at all times.

Required Qualifications

- Acquiring or having already acquired a Bachelor's Degree in the social sciences, international relations, law/justice, human rights, or related field required.
- Must speak, read, and write English fluently and at a university level.
- Must demonstrate professional communication skills on telephone, in person, and in email correspondence.
- Must be proficient in basic Windows applications including Microsoft Word and Excel, and have experience with internet research.
- Must have excellent organizational, time-management, follow-up, and administrative skills with a strong 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 refugees and immigrants.

Desired Qualifications

- Previous internship experience in nonprofit organizations.
- Experience working or volunteering with resettled refugees or similar populations.
- Candidates who are proficient in one or more languages in addition to English are highly desired. Preference will be given to speakers of: Arabic, Burmese (and other languages from Burma), Farsi/Dari, Pashto, Karen, Nepali, French, and Russian.
- Experience with basic graphic design, Google Docs, wiki websites, and databases.
- Solid understanding of international relations, immigration and refugee law, torture-related issues, or human rights.
- Graduate level students preferred for ESOL Coordinator Internship and Health Navigator Program Internship. Law student required for Immigration Clinic Legal Intern.

To Apply

Please review detailed position descriptions at www.idealists.org

Include in your cover letter the time frame and number of hours per week you are available for the internship. If you wish to be considered for more than one position, please indicate this in your cover letter.

Send your cover letter and résumé to:

Jen Barkan
Resource Manager, Albany Field Office

jbarkan@uscri-albany.org

Visit us online at:

www.RefugeesAlbany.org
www.facebook.com/USCRI.Albany

Client Services & Program Support Internships

Case Management Intern

Candidate profile

Strong attention to detail, enjoys fast-paced, multi-tasking environment, able to assist with moving furniture.

Duties

Assist Case Managers in providing necessary services to new arrivals within their first 3 months. Manage and update case files, schedule appointments, assist with initial home set-up, follow up with clients

Job Development Intern

Candidate profile

Interest in working directly with clients to meet employment goals, professional communication skills.

Duties

Work with Job Development staff to help refugees build job skills and find jobs. The position involves administrative work, direct service to clients, and outreach to employers.

Self-Sufficiency Services Intern

Candidate profile

Strong attention to detail; interest in working directly with clients to meet self-sufficiency needs; able to work independently and follow through on tasks; creative problem-solving skills.

Duties

Work with staff to help refugees remove barriers to self-sufficiency (employment, housing, health, social services). Involves administrative work; direct service to clients; and communication with employers, volunteers, and educational facilities.

Housing/Warehouse Coordinator Intern

Candidate profile

Organizational, time-management, follow-up, interpersonal, and administrative skills. Commitment to the human rights and general welfare of asylum seekers, refugees and immigrants

Duties

Facilitate donations from the community and help to ensure a smooth set up of apartments for newly arriving refugees. Conduct housing searches, view apartments, arrange for rental, collaborate with staff and volunteers to coordinate set-up of furniture and household goods.

Executive Assistant Intern

Candidate profile

Interest in nonprofit management; strong ability to multi-task; excellent computer literacy and professional communication skills.

Duties

Work closely with the Field Office Director to coordinate essential services and develop community partnerships. Administrative work, close collaboration with staff, outreach, and direct contact with clients and community members

Immigration Clinic Administrative Intern

Candidate profile

Interest in Immigration Law, exceptional attention to detail, experience in office environment.

Duties

Provide administrative support to Immigration Clinic staff. Learn about immigration law and procedures. Schedule appointments, perform intakes, assist clients in completing paperwork, and conduct research

Immigration Clinic Legal Intern

Candidate profile

Law student with strong interest in immigration law. Experience with cross-cultural communication preferred.

Duties

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 Internships

Community Orientation Program Intern

Candidate profile

Demonstrate strong leadership and project-management skills; cross-cultural experience; and the ability to multi-task and work with a range of people including staff, volunteers, and refugees. Candidates with teaching or training experience preferred.

Duties

Hold primary responsibility for coordinating the ongoing six-week series of Community Orientation workshops at USCRI Albany through volunteer, community partner, and staff support.

ESOL Coordinator Intern

Candidate profile

Experience teaching ESOL preferred. Well-organized, willing to work with multiple partners to address a significant issue on a community scale. Demonstrate strong leadership and project-management skills and cross-cultural experience.

Duties

Coordinate English instruction for refugees, including volunteer-led ESOL (English for Speakers of Other Languages) classes and partnerships with other ESOL providers. Support volunteers, provide training materials, help clients access learning opportunities. Assist with local research and fundraising efforts.

Health Navigator Program Intern

Candidate profile

Graduate student strongly preferred. Must demonstrate a passion for refugee issues; strong leadership and project-management skills; cross-cultural experience; and the ability to multi-task and work with a range of people including staff, volunteers, and refugees.

Duties

Oversee and further develop program aiming at utilizing volunteers to help refugee understand and access health services. Coordinate "Patient Navigator Volunteers;" assist with fundraising; liaise with partners including health providers and academic programs.

School Connections Intern

Candidate profile

Excellent communication skills, commitment to success of school-age refugees and their families, group facilitation skills, cross-cultural experience. Candidates with a car preferred.

Duties

Act as liaison between refugee families and public schools. Help families register children for school. Organize orientations for parents of school-aged children. Work with schools to build capacity for serving refugees and immigrants.

Refugee Mentor Program Intern

Candidate profile

Enjoys working with people (in person & via phone and email), understands importance of volunteers in refugee resettlement, highly organized and comfortable with Excel and Google applications. Must have a patient and creative approach to problem solving. Prefer candidates with significant volunteering or community involvement experience.

Duties

Connect community members who wish to volunteer with refugee families. Lead orientations, conduct background checks, facilitate pairing meetings, organize paper and digital files, coordinate volunteer trainings and support activities.

Outreach & Development Intern

Candidate profile

Experience with outreach and communications for social causes; strong project-management skills; ability to multi-task and work with a range of people including staff, volunteers, and refugees. Social-media savvy applicants preferred.

Duties

Work closely with Resource Manager to build community support for the refugees served by USCRI Albany. Represent USCRI at community events. Manage social media activities. Help raise funds from grants, events, and individual donations.