



**U.S. Committee for Refugees and Immigrants
2231 Crystal Drive, Suite 350
Arlington, VA 22202**

Reception and Placement Intern

Description:

There are two positions available for this internship.

Responsibilities:

- Update and analyze refugee arrival statistics
- Research community resources for partner agencies
- Assist in the development of network training modules
- Provide general administrative support to Program Officers as needed
- Other duties as assigned

Qualifications:

- Computer literacy (experience with the Microsoft Office suite, internet, and database software preferred) and strong phone skills
- An interest in refugee issues, resettlement, immigration, human rights, international affairs, and related topics
- Good analytical skills
- Strong proof-reading and writing skills
- A strong work ethic, ability to work independently or as part of a team, and willingness to follow direction
- Good interpersonal skills, flexibility, and a sense of humor

Compensation:

- Part-time (20-30 hrs. per week): \$80 stipend per month
- Full-time (30+ hrs. per week): \$100 stipend per month
- Local travel expenses to and from the office are also reimbursed

Application Instructions:

To apply for this internship, please send the following materials to apply-internship@uscrfdc.org, Attn: Internship Coordinator: (Only applications received via email will be considered for this position.)

- Resume or C.V.
- Cover letter, stating the basis for your interest in this position and why your qualifications make you the right candidate for this internship
- Writing sample of 3 – 5 pages

Specify “Reception and Placement Internship” in the subject line of your email.

No phone calls please!

This internship is offered every Spring, Summer, and Fall semester. The deadlines for each are as follows:

- Spring: Last day to apply is Dec. 31, Internship begins in January
- Summer: Last day to apply is April 30, Internship begins in May
- Fall: Last day to apply is August 31, Internship begins in September