

**CWS-LANCASTER**

INTERNSHIPS

**CWS- Lancaster serves the refugee and immigrant communities of Central Pennsylvania.** Through hard work and a long-term commitment of support, people who once had no hope are discovering the means of transforming their lives. We work hand-in-hand with caring churches, organizations and individuals to provide help and homes to refugees, and work to build a hospitable community in the United States for uprooted people so that they can fashion a better future.

**Position:** Church & Community Involvement Intern

**Reports to:** Congregational Resource Developer

**Hours and Length:** Flexible: suggested15 hours/week for one or more semesters, or 10 – 12 weeks per summer. Involvement on Sunday’s not required.

**Basic Intern Responsibilities:**

* Observe and participate in church-related activities organized by Congregational Resource Developer
* Attend church & community events to promote CWS-Lancaster programs
* Assist the Congregational Resource Developer with volunteer recruitment and retention for programming needs within CWS/Lancaster
* Communicate with & recruit new group contacts for potential Welcome Team involvement
* Communicate with denominational conferences and districts in order to disseminate information to member congregations
* Assist the Congregational Resource Developer with the Church E-newsletter

**Qualifications:**

* International Studies, Communications, or Social Work majors preferred; other majors considered
* Post-graduate students preferred, Junior or Senior undergraduate students considered
* Outgoing, enthusiastic personality; comfortable initiating contact with interested parties
* Excellent communication and writing skills
* Creativity and initiative to follow through on projects
* Ability to work independently and be a self-starter
* Strong desire to help people and work in a cross-cultural environment

**Applying Instructions:** To apply, please complete an internship application and send it with your resume and a cover letter to rgarver@cwsglobal.org. Please add the position title in the subject line of the email. Applications will be accepted on a rolling basis.