

**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:** Cultural Orientation Intern

**Reports to:** Resettlement Program Coordinator/Cultural Orientation Facilitator

**Hours and Length:** Between 20-30 hours/week for one or more semesters, or 16 weeks per summer session

**Basic Intern Responsibilities:**

* Work with translators to conduct weekly cultural orientation classes on housekeeping & food safety, personal hygiene, education, finances, medical system, and employment for most-vulnerable refugee arrivals
* Assist the Cultural Orientation Facilitator with research, lesson planning, gathering materials, and coordinating cultural orientation classes for recently resettled, vulnerable refugee groups
* Coordinate with service providers to present to classes
* Assist Cultural Orientation Facilitator with reporting and data gathering

**Qualifications:**

* Education, International Studies, or Social Work majors preferred; other majors considered
* Junior/Senior Undergraduate or Post-Graduate students preferred; other undergraduate students considered
* Outgoing, enthusiastic personality
* Comfortable teaching classes, working with various translators and diverse populations & cultures
* 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
* Experience teaching or tutoring is preferred but not required

**Availability:**

* CWS’s Cultural Orientation classes take place at a nearby church, 10 am – 1 pm, Monday – Thursday
* The CO Intern must be available at least 3 class times including prep and tear down (9 am – 2 pm, M-Th)

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