

**CWS-LANCASTER**

INTERNSHIPS

**CWS-Lancaster works with partners to give hope, opportunity and relief to refugees and immigrants and to promote a diverse and welcoming community.** 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:** Vocational ESL Intern

**Reports to:** Employment Program Coordinator

**Hours and Length:** 20-35 hours/week for one or more semesters, or 10 – 12 weeks per summer

**Basic Intern Responsibilities:**

* Assist newly arrived refugees in the CWS computer lab with employment based ESL, job interview skills
* Assist teacher with small group activities and planning
* Assist clients navigate different computer programs ( Duolingo, Quizlet, USALearns)
* Maintain and keep track of clients daily attendance
* Compile weekly attendance into the monthly time sheet
* Complete weekly case notes and maintain case files
* Occasionally accompany clients to other service providers

**Qualifications:**

* International Studies, Business, Education, Communications or Social Work and related majors preferred; other majors considered
* Post-graduate and 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
* Cultural competency and a strong desire to 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](mailto:rgarver@cwsglobal.org). Please add the position title in the subject line of the email. Applications will be accepted on a rolling basis.