



CWS-LANCASTER INTERNSHIP:

Refugee Girls Who Code Intern

CWS- Lancaster serves the refugee and immigrant communities of Central Pennsylvania. We work together with faith groups, 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.

The **Girls Who Code (GWC) Program Intern** will support refugee youth in increasing digital literacy, exploring careers in STEM, and building confidence through CWS Lancaster's local GWC chapter. A strong focus of this position will be placed on coordinating logistics for weekly after-school program meetings, empowering students to navigate programmatic systems, and equipping them with the skills and resources to enhance digital learning. Each GWC cohort meets for approximately 11 weeks. The GWC intern will lead and support the development and implementation of one or more cohorts during the duration of the internship. This is a very hands-on internship opportunity and may require daily use of reliable transportation. Additionally, the position requires someone who can balance competing priorities, work independently, and communicate effectively.

Position: Girls Who Code Program Intern within the Extended Services Program

Supervisor: Extended Services Supervisor

For daily activities reports to: Job Readiness Instructor/Case Aide

Hours and Length: Minimum 6 hours/week for at least 12 weeks. Could be combined with another CWS internship for additional hours.

- Must be available for weekly sessions
- Preferably Tuesday, Wednesday, and Thursday with availability from 3-5pm

Basic Intern Responsibilities:

- Conduct outreach to refugee youth and their guardians, sharing program information and logistics to recruit participants for each GWC cohort.
- Complete enrollment process for individual students and address barriers to attending after-school programming, including but not limited to computer or WiFi access, transportation, and English proficiency.
- Conduct one-on-one digital reviews with refugee students to ensure they are equipped with the resources and skills necessary to access weekly meetings, as well as to respond to individual learning needs.
- Conduct ongoing check-ins with students as needed to monitor progress, promote program attendance, and address new needs as applicable.
- Recruit, orient, and collaborate with program volunteers who will plan and facilitate weekly GWC meetings.
- Network with local organizations that work in STEM to build community awareness and identify potential guest speakers or site visits.
- Attend and facilitate weekly GWC meetings as needed.

- Maintain accurate information of all contacts and referrals made on behalf of refugee clients and record such information in database. Maintain ongoing attendance records and meeting summary notes. Assist with compiling this information for necessary reporting.
- Build and maintain positive relationships with community agencies, social service organizations, and schools that serve refugees to recruit program participants.
- In special circumstances, facilitate volunteer transportation arrangements and/or provide transportation of refugee clients to weekly meetings, as needed.
- When necessary, coordinate with interpreters and community service providers to provide linguistically and culturally competent services and education, advocating for clients when necessary.
- Collect feedback from members of each GWC cohort to support program evaluation and ongoing improvement.
- Work closely with supervisor to monitor program progress and report on activities.
- Provide program updates and highlights to fellow team members during check-ins and staff meetings.

Qualifications:

- Social Work, International Studies, or other majors related to human services and/or intercultural work preferred. Experience in Computer Science and/or coding is a plus.
- For-credit Only Internship Placement (Students may receive course credit for the internship. Staff will work with the school/advisor on achieving desired learning outcomes and completing all necessary paperwork.)
- Junior or Senior undergraduate or post-Graduate students preferred; other undergraduate students considered
- Outgoing, enthusiastic personality; comfortable working with diverse populations
- 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 strong desire to work in a cross-cultural environment
- Knowledge and interest in refugees and refugee concerns
- Language proficiency to include English plus Spanish or a Refugee language
- **Driving Approval.** CWS driving approval is available to students 21 years of age or older. Must have a valid driver's license, access to reliable transportation, and insurable driving record.

Applying Instructions: Send cover letter and resume to gsnader@cwsglobal.org. Please state semester of preference. Applications will be accepted on a rolling basis.

Note: Any applicant selected for the internship is required to have a university agreement from your current or former university or educational institution that indicates the internship would be related to your education or studies.