



CWS-LANCASTER Internship

Refugee Employment Intern

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

Position: Refugee Employment Intern

Reports to: Employment Program Supervisor

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

Basic Intern Responsibilities:

- Complete enrollment / intake with newly arrived refugees
- Create resume for everyone enrolled for employment services
- Teach employment readiness class in a small group or individually
- Aid clients filling out job applications on paper or online
- Assist newly arrived refugees with employment-based ESL, job interview skills, and preparation for the job search.
- Maintain attendance for participants receiving TANF benefits
- Outreach and network to make connections with new area employers and businesses
- Facilitate client transportation-related activities: learn local bus system, apply for learner's permit, study for driver's exam
- Work with employment specialist to complete case notes and maintain case files
- Conduct monthly retention check reports with employers and clients

Qualifications:

- International Studies, Business, Communications, 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
- **Language proficiency to include English and a Refugee language (Arabic, Russian, Swahili, Somali etc.)**
- **Preference given to those 21 years of age or over to meet CWS driver approval qualifications.** Must have a valid driver's license and insurable driving record.
- Students may receive course credit for the internship. Students seeking this option should inquire with their academic advisor. We will work with the student and college advisor on achieving desired learning outcomes and completing required paperwork.

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.