

Refugee Resettlement Internship

Location: 3507 W Lawrence Ave; Chicago, IL 60625
Length of Opportunity: 1 Semester, Summer, or Full Academic School Year
Hours per Week: 15 - 40 hours, unpaid

Name of Supervisor: Peter Zigterman, *Director of Immigrant Family Services*

General Function: World Relief Chicago, along with local church partners, serves refugees and immigrant populations through case management services, English language training, mental health services, immigration legal services, and youth programs. Interns are a valued part of our team!

This internship is a unique opportunity to gain professional experience and cultivate your interests in social justice, community development, and cross-cultural perspectives by supporting case managers and employment staff in service provision for refugees and asylees.

Duties:

- Assist case managers in applying for social security, public aid and other necessary documents and services for refugees.
- Provide documentation, informal counselling, and follow-up for cases.
- Offer prompt and supportive communication to staff and volunteers.
- Participate in all program meetings and staff development activities
- Provide daily documentation/case notes for program participants
- Assist Employment Counselors with paperwork completion, filing and communication with service providers.
- Assist with transporting clients to and from job interviews.
- Assist Employment Counselors with paperwork completion, filling and communication with service providers.
- Assist staff with post-program evaluations and feedback and provide general support to the youth program staff

Knowledge, Skills, & Abilities:

- Ability to work well with people of other cultural backgrounds
- Must demonstrate energy and flexibility
- Ability to handle chaos and work well under pressure
- Ability to start and work on projects independently and follow through to completion
- Competent in the use of Microsoft Office

- Support of World Relief’s mission, vision and values statement
- Ability to communicate clearly, both orally and in writing
- Flexible and motivated team player
- Driving is not required but strongly preferred

Experience Required:

We are seeking confident, humble candidates who are detail and goal-oriented, self-directed, empathetic, and cross-culturally competent. You should have a demonstrated ability to communicate professionally, to prioritize and manage responsibilities, and to learn new things. You should support the mission, vision, and values of World Relief Chicago.

Work Environment:

- Office located in Albany Park, a diverse neighborhood in Chicago, IL
- Easily accessible by public transportation
- In-office coffee, tea and occasionally baked goods
- Co-workers who are helpful and passionate about what they do!

To apply for this position, please send a resume and cover letter to chicagointernships@wr.org