



refugee development center

Refugee Development Center Fall Digital Literacy Internship

Duration: August 28th – December 21st

Term: 18 weeks

Hours: 6-8 hours/week

Description: The mission of the Refugee Development Center is to cultivate a welcoming, thriving community that collaborates with refugees and newcomers through education, engagement, and support.

www.refugeedevelopmentcenter.org.

This internship will offer a comprehensive experience in programming at the Refugee Development Center. Interns will be involved in indirect and direct service responsibilities for our Digital Literacy (DLL) program, focusing on helping adults and children on ages from 0-5, Elementary age and High School age on learning to use different computer, web and phone tools while increasing their English language.

Duties and time requirements will vary based upon program needs and are outlined in the table below.

Internship Schedule			Weekly Hrs.
Aug 28 – Sep 1 (1 week)	Training and Curriculum Preparation	Mon-Wed-Tue-Thu 10:00am-12:00pm	8
Sep 5 – Dec 14 (16 weeks)	Digital Literacy Sessions	Mon-Wed-Tue-Thu 10:00am-12:00pm	8
Dec 18 – Dec 21 (1 week)	Data Reporting, Review and Reflection	Mon-Wed or Tue-Thu 9:30am-12:30pm	6

This is an unpaid internship. We are able to partner with academic institutions offering credit for internships. If applicable, please include any academic requirements in your application. A cover letter is required for consideration. Incomplete applications will not be accepted.

Responsibilities:

- Assist teachers of English language learning students during lessons
- Lead small groups of students in activities
- Assist in preparing curriculum and materials for activities, set up computers and websites to be used on lessons
- Assist in program management administrative duties, including recording and analyzing class data

Qualifications:

- English language fluency
- Ability to work with children ages 0-5
- Speakers of Arabic, Dari, Farsi, French, Kinyarwanda, Pashto, and Swahili are encouraged to apply

To apply:

Email resume and cover letter to Dayfran Camacho at info@rdclansing.org **before** August 18th, 2023.