



refugee development center

Refugee Development Center Fall Internship - Intake Programming

Duration: August 28th - December 21st

Term: 18 weeks

Hours: 4-6 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.

Intake Interns will be in charge of doing the registration process and collecting any vital information at the Intake table of our Program Location. Intake interns also assist the team on English tests for new students who want to sign up for class and need help on any of our different programs and services provided by the RDC.

Internship Schedule			Weekly Hrs.
Aug 28 - Sep 1 (1 week)	Training & Follow Up	Mon-Wed or Tue-Thu 9:30am - 11:30pm or 4:30pm - 6:30pm	4
Sep 5 - Dec 14 (16 weeks)	Intake, Testing, Learning Planning	Mondays and Wednesdays 9:00 am-12:00 pm or 5:00 pm - 7:30 pm	6
	Intake, Testing, Learning Planning	Tuesdays and Thursdays 9:00 am-12:00 pm or 5:00 pm - 7:30 pm	6
Dec 18 - Dec 21 (1 week)	Data Reporting, Review and Reflection	Mon-Wed or Tue-Thu 9:30am - 12:30pm or 4:30pm - 7:30pm	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:

- Support Intake with welcoming students
- Work with students on their learning plan
- Recruit students for English program
- Support all RDC programs as necessary
- Learn and use various data systems

Qualifications:

- English language fluency
- Ability to work with children ages 11 to 18 from a diverse background
- 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.