



Refugee Development Center Summer 2024 Internship Application

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. Learn more at www.refugeedevelopmentcenter.org.

Duration: August 26th- December 13, 2024

Outreach and Communications Internship

The Outreach and Communications intern will assist with welcoming all students into the RDC programs. Outreach and Communications interns will work alongside the Outreach team to manage social media, recruit volunteers, and attend community engagement events (tabling, educational talks, etc.). This program takes place at RDC's Newcomer Center in south Lansing.

Schedule Options	Weekly Hours
Monday/Wednesday/Friday Participate in direct service Monday and Wednesday mornings/early afternoons or evenings. Provide planning and administrative support Fridays. Occasional Friday evening and weekend event duties.	8-13 hours (option to add more hours to fulfill requirements are available)
Tuesday/Thursday/Friday Participate in direct service Tuesday and Thursday mornings/early afternoons or evenings. Provide planning and administrative support Fridays. Occasional Friday evening and weekend event duties.	8-13 hours (option to add more hours to fulfill requirements are available)

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.

Responsibilities:

- ❖ Create outreach materials for social media and outreach events
- ❖ Attend and participate in educational talks, tabling events, and community meetings
- ❖ Assist in volunteer recruitment
- ❖ Develop and maintain relationships with community partners and organizations

Qualifications:

- ❖ Communications or Marketing background preferred
- ❖ English language fluency
- ❖ Ability to work with adults from a diverse background
- ❖ Demonstrated cross-cultural sensitivity
- ❖ Speakers of Arabic, Dari, Farsi, French, Haitian Creole, Kinyarwanda, Pashto, and Swahili are encouraged to apply
- ❖ Experience with Canva or other graphic design applications
- ❖ Reliable form of transportation

Email resume and cover letter to Savanna Hamed at volunteer@rdclansing.org. Applications will be accepted until July 26th, 2024. Internship positions will be filled on a rolling basis. Incomplete applications will not be accepted.