



# 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](http://www.refugeedevelopmentcenter.org).

Duration: August 26th- December 13, 2024

## Welcome Desk Internship

Welcome Desk interns serve as a friendly and welcoming face, greeting students as they arrive at RDC's Newcomer Center. Welcome Desk interns are tasked with new-student registration, collecting vital information during the intake process, and are responsible for ordering supplies, making copies of materials, and other necessary functions associated with running the Welcome Desk. Welcome Desk interns will assist with scheduling, monitoring of procedures, and identifying gaps in the Welcome Desk process. This program takes place at RDC's Newcomer Center in south Lansing.

Schedule Options	Weekly Hours
<b>Monday/Wednesday/Friday, 9:00-12:00pm OR 11:30-2:30pm OR 4:30-7:30pm</b> Participate in direct service Monday and Wednesday mornings/early afternoons or evenings. Provide planning and administrative support Fridays.	8-13 hours <i>(option to add more hours to fulfill requirements are available)</i>
<b>Tuesday/Thursday/Friday, 9:00-12:00pm OR 11:30-2:30pm OR 4:30-7:30pm</b> Participate in direct service Tuesday and Thursday mornings/early afternoons or evenings. Provide planning and administrative support Fridays.	8-13 hours <i>(option to add more hours to fulfill requirements are available)</i>

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:

- ❖ Support intake of new students
- ❖ Manage and maintain Welcome Desk supplies (copies, orders, organizations)
- ❖ Communicate needs and gaps to leadership team
- ❖ Assure correct identification and paperwork completion for all new students and family members
- ❖ Assist with all RDC programs as assigned

### Qualifications:

- ❖ 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
- ❖ Reliable form of transportation

Email resume and cover letter to Savanna Hamed at [volunteer@rdclansing.org](mailto: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.