



refugee development center

Refugee Development Center Fall Digital Literacy Internship

Duration: January 8 – April 19 (option to extend to May 17)

Hours: 6-8 hours/week

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.

Program Description: 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 5-18, 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.
Jan 8 – Feb 1 (4 weeks)	Training and DLL data management	Mon-Wed-Tue-Thu 10:00am-12:00pm	8
Feb 5 – Mar 29 (8 weeks)	Digital Literacy Case Management	Mon-Wed-Tue-Thu 10:00am-12:00pm	8
Apr 1 – Apr 19 (3 weeks)	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 Digital Literacy and learning during lessons
- Assist in DLL enrollment and technical support Home visits
- 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
- Demonstrated cross-cultural sensitivity
- Speakers of Arabic, Dari, Farsi, French, Kinyarwanda, Pashto, and Swahili are encouraged to apply

To apply:

Email resume and cover letter to Savanna Hamed at volunteer@rdclansing.org. We will begin reviewing applications December 1st on a first come first serve basis. Final decisions will be made by December 8th.