



refugee development center

Welcome Desk

2024 Spring Internship

Duration: January 9 - April 19 (option to extend to May 17)

Hours: 10 per 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: Welcome Desk Interns will be in charge of doing the registration process and collecting any vital information at the Intake table of our program location. Welcome Desk interns will assist with scheduling, monitoring of procedures, and identifying gaps in the welcome desk process. Ordering of supplies, copies of materials and other necessary functions to assist with the running of the desk are expected.

Internship Schedule			Weekly Hrs.
Jan 8 - 12 (1 week)	Training	Monday - Thursday 9:00am - 11:30pm or 5:00pm - 7:30pm	10
January 15 - April 12 (16 weeks)	Welcome Desk Role	Monday - Thursday 9:00am - 11:30pm or 5:00pm - 7:30pm	10
April 15 (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
- Manage and maintain welcome desk supplies (copies, orders, organization)
- Communicate needs and gaps to leadership team
- Manage scheduling and new procedure protocol for welcome desk operations
- Assure correct identification and paperwork completion for all new students and family members
- Assist with all RDC programs as assigned

Qualifications:

- English language fluency
- Organization and time management skills required
- 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.