

Refugee Development Center

Spring 2025 General Internship Application



Our Spring 2025 Internship runs from **January 6th- May 15th, 2025**

About the Organization: The Refugee Development Center (RDC) is a vital 501(c)(3) organization that was created in 2002 to provide a unique, unduplicated service in the mid-Michigan area. As a small grassroots organization, we have grown to be the “go-to” agency for working with refugees in the region. By providing formal and informal learning opportunities, the center aims to be an open and inclusive place for refugees to learn and locate the resources they need to flourish as residents and citizens.

Our Mission: The mission of the Refugee Development Center (RDC) is to cultivate a welcoming, thriving community that collaborates with refugees and newcomers through education, engagement, and support. Learn more at www.refugeedevelopmentcenter.org.

Overview: RDC is looking for motivated interns who will participate in indirect and direct service responsibilities during RDC programming for Spring 2025. This internship will offer a comprehensive experience in refugee post-resettlement programming at the Refugee Development Center. Interns are placed across RDC programs to provide support in the classroom, assist in program management administrative duties, and be a welcoming face at the center. **This internship is in-person, and takes place out of RDC's Newcomer Center in south Lansing.**

**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.*

Hours: The RDC runs programs Monday-Thursday from 9am-7:30pm; interns must have availability within this timeframe that corresponds with the program they are applying for. Fridays are administrative days typically reserved for staff and team meetings, plus data work. Nights and weekends may be required depending on the internship. Hours vary depending on the internship and the individual.

On average, 8-15 hours per week (*option to add more hours to fulfill requirements are available*).

General Qualifications:

- English language fluency
- Basic Computer Skills
- 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

To apply: Fill out this [google form](#) and email resume and cover letter to Savanna at volunteer@rdclansing.org. Applications will be accepted and reviewed until **Wednesday November 13th, 2024 at 11:59PM**. Incomplete applications will not be considered. Interviews will be conducted in-person during the week of November 18th-26th.

Available positions (see below for descriptions):

- Youth Development (K-12)
- Childhood Development (Ages 0-5)
- English Teaching (ESOL)
- Student Success
- Welcome Desk
- Outreach and Communication
- Health, Housing, And Transportation Navigation
- Digital Literacy Learning (DLL)



Internship Program Descriptions

Youth Development (K-12)

Youth Development Interns will be involved in indirect and direct service responsibilities for K-12 afterschool and mentoring programs. This program is a vital educational and social resource to newcomer youth transitioning to life in the US, in addition to their families in which they help navigate for. Youth Development Interns will assist in facilitating and planning these learning experiences that align with the program pillars of education, career readiness, and integration. In programming, Youth Development Interns will help students integrate into the US social and educational systems, address educational gaps, and provide a safe space to learn and practice English. These services help newly arrived refugee students through activities and lessons including English, homework support, socio-cultural immersion, sports and arts.

Responsibilities:

- Assist teachers of English language learning students during lessons
- Lead small groups of students in activities
- Assist in preparing curriculum and materials for classroom activities
- Recording and analyzing class data and attendance

Program specifics: After-school programs take place Monday-Thursday from 3:30pm-5:30pm and 5:30-7:30pm. Youth Development interns must be available to provide direct service during youth programming. Youth Development interns should be comfortable with creating lesson plans. Strong writing and interpersonal skills are expected. **Individuals looking to grow leadership and relationships-building skills are encouraged to apply*

Childhood Development (Ages 0-5)

Childhood Development Interns will be involved in indirect and direct service responsibilities in our First Steps early literacy program (ages 0-5). This is a unique opportunity that allows individuals to engage with the entire family while supporting little ones to meet developmental milestones. Childhood Development Interns will have the opportunity to engage in parent education, assist with lesson planning, and participate in RDC programs. Opportunities exist to work alongside partner organizations and programs such as: Ingham ISD, Parent and Child playgroups, and childhood music.

Responsibilities:

- Assist teachers of early literacy students during programming; managing safe play, crafts, learning
- Lead small groups of students in activities
- Assist in program management administrative duties, including recording and analyzing class data
- Assist with all RDC programs as assigned

Program specifics: First Steps programs take place Monday-Thursday from 9:30am-11:30am and 12:00pm-2:00pm. Child Development Interns must be available to provide direct service during first steps programming. **Ability to work with youth ages 0-5 from a diverse background is required.** Child development interns should be comfortable playing and being silly with children. **HDFS, Child Development, and similar majors are encouraged to apply!*



Internship Program Descriptions

English Teaching (ESOL)

English to Speakers of Other Languages (ESOL) Interns will work as a teacher's assistant in adult ESOL classes. Interns will be expected to tutor clients and lead small group conversations, assist in creating lesson plans, materials and activities, assist in leading and managing volunteers, and maintain program data and general administrative assistance. Opportunities available to gain experience teaching in the classroom.

Responsibilities:

- Assist client needs, track trends, and produce growth reports
- Assist during lessons and preparing curriculum and materials for class
- Independently lead small groups of students in activities
- Assist in program management administrative duties
- Assist with all RDC programs as assigned

Program specifics: Adult ESOL programming takes place Monday-Thursday from 9:30am-11:30am, 12:00pm-2:00pm, and 5:30pm-7:30pm. ESOL Interns must be able to commit to at least two classes/week during the morning, afternoon, OR evening class times. Additional hours for planning and data support will be on Fridays or as the intern's schedule permits. **Individuals with experience or interest in teaching English language learners are encouraged to apply!*

Student Success

Student Success Interns will assist Student Success Specialists with a variety of tasks. Interns will conduct standardized pre/post testing of adult English language learners using computer tests. They may also conduct interviews to evaluate language proficiency for classroom placement. Interns may assist students in pursuing higher education opportunities. Interns should be computer proficient and enjoy working with a variety of platforms (training will be provided).

Responsibilities:

- Assist Student Success Specialist with proctoring pre/post testing of Adult English Learners
- Manage administrative duties, including recording and analyzing data
- Work individually with students and conduct interviews to assess Language Proficiency
- Assist with all RDC programs as assigned

Program specifics: Student Success programming runs concurrently with Adult ESOL programs (Monday-Thursday from 9:30am-11:30am, 12:00pm-2:00pm, and 5:30pm-7:30pm). Student Success Interns must be available to provide direct service during ESOL programming. Student Success Interns should be comfortable working with computer programs, data and spreadsheets (excel/google sheets). **Individuals with strong computer skills and interest in data are encouraged to apply!*



Internship Program Descriptions

Welcome Desk

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.

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

Program specifics: The Welcome Desk operates Monday-Thursday from 9:00am-7:30pm. Welcome Desk interns must be available to provide direct service during program hours. Evening hours are preferred but not required. **Individuals who excel in a fast-paced working environment encouraged to apply*

Outreach and Communications

Outreach and Communications interns will support the Outreach team with maintaining cross-organizational relationships, interacting with volunteers, and attending community engagement events. Outreach and Communications interns will work with the Volunteer and Engagement Specialist to onboard, train, and recruit new volunteers, as well as manage the existing volunteer team. Outreach and Communications interns will help support community engagement by attending tabling events, and managing and creating social media content/educational materials.

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

Program specifics: Outreach and Communications interns work to support RDC programs during regular program times (Monday-Thursday, 9:00am-7:30pm). Some Friday night/weekends may be required. Outreach and Communications interns must be available during regular program times to support volunteers engaged with RDC programs. Flexible scheduling available upon approval. Outreach and Communications interns should have experience with Canva or other graphic design applications. **Individuals with communications, marketing, or similar backgrounds are encouraged to apply*



Internship Program Descriptions

Health, Housing, and Transportation Navigation

Navigation interns will support Health and Housing Navigators in completing health and housing case management tasks. Navigation intern will assist the Health Navigator in resolving RDC clients' questions related to medical and dental care, health insurance, and MDHHS benefits. The navigation intern will assist the Housing Navigator in developing an updated list of affordable housing units available in Ingham County.

Responsibilities:

- Meet with clients at the Drop-in center when they request assistance
- Resolve client's minor problems with bills, health insurance, benefits, and housing Contact affordable housing providers in Ingham County to determine pricing and availability of units; record information in a working spreadsheet
- Connect clients to local social services and resources as needed
- Record case management interactions in case notes
- Oversee driving simulator, including managing and scheduling appointments

Program specifics: Navigation programs run concurrently with RDC programs (Monday/Wednesday, 9:00am-5:00pm. Tuesday/Thursday, 9:00am-7:30pm). Navigation interns must be available to provide direct service during Navigation hours. Navigation interns must demonstrate interest in social services or case management. **Bachelor's or Social Work (BSW) or Master's of Social Work (MSW) students preferred and encouraged to apply.*

Digital Literacy and Learning (DLL) Internship

Digital Literacy and Learning (DLL) Interns will be involved in indirect and direct service responsibilities to support RDC's DLL program to ensure refugee families receive assistance as they transition into the American workforce and school system. The goal of the program is two-fold: to provide a bridge to a broader array of career preparation services; and to lead to self-sufficiency through improved English language acquisition, training, skill development, social integration, job placement, job retention, and job upgrades. DLL Interns will provide support in the classroom by assisting DLL instructors with teaching the language of computers. DLL interns are expected to attend meetings with the RDC team, Office of Global Michigan (OGM), and community partners (Michigan Works, Department of Labor and Economic Development).

Responsibilities:

- Identify families' needs for devices and internet service
- Maintain appropriate case records and procedures to document the delivery of services to clients
- Work with the DLL team to refer all appropriate refugee family members to OGM for assistance with enrollment in Voxy EnGen's English language training programs.
- Work with the DLL team in developing a multi-generational service plan for families enrolled in DLL program services.

Program specifics: DLL interns work to support RDC programs during regular program times (Monday-Thursday, 9:00am-7:30pm). DLL interns must be available during regular program times to support DLL students. Virtual Friday hours available upon approval. **Individuals with experience or interest in teaching digital literacy to English language learners are encouraged to apply!*