



refugee development center

Programs Internship

Duration: January 15th, 2018 – April 27th, 2018

Hours: 9-12+ hours/week

The mission of the Refugee Development Center is to provide the education, orientation and support refugees need to become self-sufficient members of society. For more information on our organization, visit www.refugeedevelopmentcenter.org.

An internship at the RDC can be a great way to gain practical skills in specific programming areas, get experience working with people from all around the world, and learn from the life experiences of the exceptional people that come into our center each day.

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:

Program interns at the RDC spend the majority of their time working directly with refugees in youth after-school programs or adult evening ESOL (English for Speakers of Other Languages) programs. Many interns are able to assist with more than one of these facets of RDC programming.

Duties typically include the following:

- Attend program sessions 2-4 times a week to assist staff
- Tutor youth/adult clients on academic, behavioral, or English proficiency goals
- Assist in creating and leading lessons and activities
- Assist volunteers with strategies for client engagement
- Maintain program data and assist in data reporting and analysis
- Assist in general administrative capacities

View our current program schedule at <http://www.refugeedevelopmentcenter.org/about/welcome/> for typical programming hours.

Qualifications

An ideal internship candidate is flexible, patient, understanding, hard-working, responsible, and can work with clients of all ages and all levels of English proficiency. In addition, good communication skills, intercultural understanding, and sensitivity is a must.

To apply, please email resume and cover letter to info@rdclansing.org by November 26th, 2017