

IRC New York Fall 2008 Internships

The following internships are available within the IRC New York Resettlement Office for fall 2008:

Case Management

- Resettlement Office Intern
- Reception and Placement Casework Assistant Intern
- Casework Intern for Follow-up Services
- Employment Services Intern
- Resource Development Intern
- Special Events Manager (Applications due Sept. 19th, 2008)

Adult Education

- Literacy for Life Beginning ESL & Literacy Instructor
- Literacy for Life Group Tutor
- Literacy for Life Intern
- Literacy for Life Classroom Assistant

Youth Program

- After School Youth Tutor(Applications due Sept. 17th, 2008)
- After School Site Coordinator(Applications due Sept. 17th, 2008)
- Saturday Learning Series Youth Tutor(Applications due Sept. 19th, 2008)
- Youth Mentor
- Youth Mentor Program Intern (Applications due Sept. 19th, 2008)

See below for detailed a description of each internship.

To apply for Fall 2008 internship positions, please email NewYork@theIRC.org with

- Your updated resume/CV
- Cover letter
- The dates and hours per week you are available for the internship
- Please provide the title of the internship position for which you are applying in the subject line of your email.

Background

Founded in 1933, the International Rescue Committee provides emergency relief, protection, rehabilitation assistance, resettlement services and advocacy for refugees and victims of oppression or violent conflict. Staff and volunteers provide shelter, medical and public health assistance, education, training, and income-generating programs for refugees in nearly 30 countries.

The IRC also helps refugees resettle in the United States. Staff members and volunteers believe that refugees' greatest resources are themselves, and we help our clients to translate their skills, interests, and past experiences into assets that are valuable in their new communities. To this end, we provide access to the tools of self-reliance: housing, food, and clothing, employment training and placement, education,

community orientation, and immigration services, while helping refugees to articulate and realize their dreams.

Resettlement Office Intern

Scope of Work

The Resettlement Office Intern will provide coverage for the reception desk and greet and direct client walk-ins. The Intern will answer IRC New York's main telephone line, direct incoming calls to staff as appropriate and provide basic information about the IRC to callers. The Intern will provide additional clerical assistance, such as filing, data entry, and photocopying at the IRC office. The Intern will also assist casework and job development staff in providing services to newly arriving refugees, such as escorting clients to appointments, preparing resumes or other related tasks.

Essential Position Functions

- Perform reception duties and direct incoming phone calls to appropriate staff.
- Assist staff with sorting and filing of documents and case files.
- Assist staff with production, copying, and mailing of materials.
- Assist casework staff with resettlement services for clients, including setting up apartments for new arrivals; assisting clients with application for Social Security and state identification cards; and preparing forms and paperwork.
- Display sensitivity to cultural and personality differences of refugee clients. Respect their beliefs and values.
- Adhere to IRC policies, particularly those related to confidentiality and client privacy.
- Communicate effectively in person and by telephone.
- Other related duties as assigned.

Requirements

- Reliable and flexible.
- Ability to represent the IRC in public forums and meetings with local stakeholders
- Able to work both independently and as part of a multicultural team to ensure proactive, quality services.
- Willing to learn about IRC history, philosophy, global work, and local efforts.
- Willing to learn about cross-cultural communication and ethnic backgrounds of clients.
- Willing to adhere to IRC volunteer and workplace policies.
- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred (e.g. Karen, Burmese, Nepali, Hindi, Arabic, Mandarin, Cantonese, French, Spanish).

Reception and Placement Casework Assistant Intern

Scope of Work

The Casework Assistant will assist casework staff in providing services to newly arriving refugees. Volunteers must be willing to learn about IRC's worldwide and local operations, and learn about refugee clients and their cultures. Volunteers will work closely with newly arrived refugees, which will require them to be sensitive to the cultural and personality differences of clients and aware of the proper boundaries for interaction. The Casework Assistant will communicate regularly with IRC staff.

Essential Position Functions

- Assist casework staff with reception services to clients, including setting up apartments for new arrivals; assisting clients with application for Social Security and state identification cards; teaching clients how to cash checks and use public transportation; assisting clients with medical appointments, grocery shopping, and school; and preparing forms and paperwork.
- Maintain accurate record of all services provided.
- Display sensitivity to cultural and personality differences of refugee clients. Respect their beliefs and values.
- Maintain proper boundaries with clients, and refer issues regarding employment, social services, and health care to appropriate staff members
- Adhere to IRC policies, particularly those related to confidentiality and client privacy.
- Communicate effectively in person and by telephone.
- Other related duties as assigned.

Requirements

- Reliable and flexible.
- Ability to represent the IRC in public forums and meetings with local stakeholders
- Able to work both independently and as part of a multicultural team to ensure proactive, quality services to clients.
- Knowledge of the US Refugee Program is desirable.
- Willing to learn about IRC history, philosophy, global work, and local efforts.
- Willing to learn about cross-cultural communication and ethnic backgrounds of clients.
- Willing to adhere to IRC volunteer and workplace policies.
- Computer skills preferred.
- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred (e.g. Karen, Burmese, Nepali, Hindi, Arabic, Mandarin, Cantonese, French, Spanish).

Casework Intern for Follow-up Services

Scope of Work

The casework assistant intern for follow-up services will work closely with casework and youth program staff to provide on-going and specialized services to refugees who have been in the United States for more than six months.

Essential Position Functions

- Evaluate service needs in consultation with case managers and clients; develop client care plans.
- Support the implementation of client care plans by providing direct client support and advocacy as needed especially in securing affordable, long-term housing, accessing appropriate schools and child care situations, accessing the appropriate social services, etc.
- Maintain accurate record of all services provided.
- Work with service providers to support refugees/asylees in their transition to mainstream and specialized services (mental health, social services, education services, community groups, job upgrade, immigration) through referral and program education.
- Other tasks as assigned.

Requirements

- Bachelor's degree or currently a student with a major in social work, sociology, psychology, education or a related field; graduate student preferred.
- One year of previous experience working with immigrant populations, preferably in a direct service setting;
- Ability to represent the IRC in public forums and meetings with local stakeholders.
- Able to work both independently and as part of a multicultural team to ensure proactive, quality services to clients.
- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred (e.g. Karen, Burmese, Nepali, Hindi, Arabic, Mandarin, Cantonese, French, Spanish).
- Knowledge of the US Refugee Program is desirable.
- Computer skills a must.

Employment Services Intern

Scope of Work

The employment services intern will assist in carrying out activities in accordance with requirements set by the Department of State, Department of Health and Human Services and New York State – Bureau of Refugee and Immigrant Affairs. Employable refugees will receive services based on federal guidelines and direct job placement must occur as soon as possible after refugees arrive in the United States.

Essential Position Functions

Job Development

- Assist in establishing contacts and building working relationships with area employers.
- Maintain employer relationships and assist in maintaining data base and job bank containing employer details.
- Assist in the placement of clients in jobs
- Attend local job fairs and respond to job advertisements posted by local businesses.

- Help with negotiating hourly salary and wages with business community and serve as an advocate for refugee employment.

Job Counseling

- Assist in planning and coordinating bi-weekly job readiness classes for refugees.
- Attend job readiness classes and conduct appropriate training for employable refugees.
- Assist refugees with all aspects of job preparation, including completing job applications, preparing resumes for all adults, conducting mock job interviews, dressing for success and navigating public transportation system.
- Work with job developers to conduct direct job placement in coordination with refugee and employer.

Requirements

- Undergraduate Juniors and Seniors majoring in Social Sciences, Labor Studies, Social Work, or related majors
- Computer literate; ability to utilize the Refugee Resettlement System as primary source for all service-related documentation.
- Ability to work with multicultural caseload and ethnically diverse staff and serve as strong advocate for refugees.
- Strong communication skills and patience a must.
- Ability to represent the IRC in public forums and meetings with local employers.
- Accuracy in data entry skills, organization and good attention to detail.
- Knowledge of the US Refugee Program is desirable.
- Must have good time management skills and ability to maintain absolute deadlines.

Resource Development Intern

Scope of Work

The Resettlement Intern will assist the Resource Development Department of the IRC New York Resettlement Office. The Intern will assist Resource Developers in procuring and acknowledging in-kind donations, such as clothing and furniture, to help refugee clients get started in America. The Intern will also assist in volunteer recruitment, management, and acknowledgement, and work on projects such as the volunteer newsletter.

Essential Position Functions

- Identify possible donations and facilitate delivery or pick-up of donations.
- Organize donations in the resettlement office; ensure equitable distribution of donations to clients.
- Maintain database of donor, volunteer and donations information.
- Assist with monthly reports for major grants.
- Communicate effectively in person and by telephone.
- Assist in grant research and writing.
- Administrative tasks as needed.
- Other related duties as assigned.

Requirements

- Current undergraduate student pursuing degree in social work, sociology, psychology, education or a related field preferred.
 - Reliable and flexible.
 - Willing to learn about IRC history, philosophy, global work, and local efforts.
 - Willing to learn about cross-cultural communication and ethnic backgrounds of clients.
 - Knowledge of the US Refugee Program is desirable.
 - Willing to adhere to IRC volunteer and workplace policies.
 - Computer skills preferred.
 - Excellent research, written, and verbal communication skills.
 - Detail oriented and self-directed.
 - Familiarity with and willingness to do administrative tasks.
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Special Events Manager (Applications due September 19th, 2008)

Scope of Work

The Special Events Manager will coordinate the planning of implementation of events for refugee families, volunteers and donors. This includes but is not limited to a "Giving Thanks" event in November and our annual Holiday Party for all refugees who have arrived in NYC in the past year. The Special Events Manager will be responsible for developing donor partnerships, researching venues, supervising a planning committee, advertising, press releases, soliciting food & gift donations, preparing activities, etc.

Essential Position Functions

- Develop donor partnerships
- Research venues
- Supervise a planning committee of volunteers
- Solicit food donations
- Coordinate gift drives with businesses, schools and organizations
- Plan and prepare event activities
- Document all activities for future events coordination
- Other related duties as assigned.

Requirements

- Currently pursuing an undergraduate or graduate degree in event planning, non-profit administration and management, business administration or a related field preferred.
- Reliable and flexible.
- Willing to learn about IRC history, philosophy, global work, and local efforts.
- Willing to learn about cross-cultural communication and ethnic backgrounds of clients.
- Willing to adhere to IRC volunteer and workplace policies.
- Experience working in non-profits, fundraising and event planning
- Excellent research, written, and verbal communication skills.
- Detail oriented and self-directed.
- Familiarity with and willingness to do administrative tasks.

Literacy for Life Beginning ESL & Literacy Instructor

Background

The Literacy for Life program offers English language and computer, financial and basic literacy instruction to newly arrived refugees. IRC staff understand the varied needs of refugees, including the need for cultural orientation, improving English vocabulary and grammar and sometimes learning to read and write for the first time.

Scope of Work

The Literacy for Life Beginning ESL & Literacy Instructor will teach a beginning-level class for recently arrived refugees two mornings a week. The instructor will be in charge of planning his/her class lessons, selecting the class materials and assisting the Program Coordinator with curriculum development. In addition, the Instructor will work with a number of classroom assistants, who will support the Instructor with lesson facilitation in the classroom.

Essential Position Functions

- Plan & facilitate the beginning ESL & Literacy class for newly-arrived refugee clients;
- Implement interactive, learner-centered methodologies into instruction and select appropriate materials for a resettlement context;
- Communicate with the Literacy for Life Program Coordinator and tutors on individual client progress and ensure attendance is well-documented;
- Meet and work with the Literacy for Life Program Coordinator to generate additional support for the program and other related tasks as needed, such as NYC excursions for newly-arrived clients;
- Give extra support to refugee clients, as necessary.
- Work closely with classroom assistants and provide professional guidance if necessary

Requirements

- Prior ESL teaching experience with adults required;
- Comfort working with refugees from a variety of backgrounds, including those with limited formal education and/or literacy skills;
- Ability to adapt to changing situations; to be comfortable teaching in an open enrollment and multi-level environment;
- Good class management skills and confidence facilitating both large and small groups;
- Ability to work both independently and as part of a team;
- Ability to manage and mentor classroom assistants, if necessary
- Ability to commit to four months of volunteer teaching

Literacy for Life Group Tutor

Background

The Literacy for Life program offers English language and computer, financial and basic literacy instruction to newly arrived refugees. IRC staff understand the varied needs of refugees, including the need for cultural orientation, improving English vocabulary and grammar and sometimes learning to read and write for the first time.

Scope of Work

The Group Tutor volunteer will tutor a beginning, intermediate, or advanced-level group of recently arrived refugees in ESL and cultural orientation concepts. The instructor will be in charge of planning his/her lessons, selecting and/or creating lesson materials, and collaborating with their students' ESL teacher to provide holistic instruction.

Essential Position Functions

- Plan and facilitate tutoring lessons for groups (2-5 people) of newly-arrived refugee clients;
- Implement interactive, learner-centered methodologies into instruction and select appropriate materials for a resettlement context;
- Communicate with the Program Coordinator on individual student progress and/or struggles
- Communicate with Program Coordinator, Beginning/Advanced ESL instructors, and fellow tutors on individual client progress and ensure attendance is well-documented;
- Attend Literacy for Life team meetings;
- Give extra support to refugee clients, as necessary.

Requirements

- Prior ESL teaching experience with adults recommended;
- Comfort working with refugees from a variety of backgrounds, including those with limited formal education and/or literacy skills;
- Ability to adapt to changing situations; to be comfortable teaching in an open enrollment and multi-level environment;
- Confidence facilitating both large and small groups;
- Ability to work both independently and as part of a team;
- Ability to plan lessons independently
- Ability to commit to four months of tutoring

Literacy for Life Intern

Background

The Literacy for Life program offers English language and computer, financial and basic literacy instruction to newly arrived refugees. IRC staff understand the varied needs of refugees, including the need for cultural orientation, improving English vocabulary and grammar and sometimes learning to read and write for the first time.

Scope of Work

The Literacy for Life Intern will assist the Program Coordinator in the administration and coordination of the Literacy for Life ESL and vocational training program. The Intern's primary responsibility will be the Lifelong Learning project, whereby interested refugee clients are placed in ESL and vocational training programs in the New York City area (upon request). In addition, the Intern may support Literacy for Life classes, if necessary.

Essential Position Functions

- Update & develop the *Learning Opportunities* resource binder, which details adult education classes within the five boroughs;
- Place interested refugee clients in adult education programs in the New York City area. This may include consulting with refugee clients to determine need, researching options to meet those needs as well as arranging enrollment appointments for clients and/or accompanying clients to program offices for enrollment;
- Assist with outreach and recruitment for Literacy for Life classes;
- Volunteer in Literacy for Life classes, if necessary;
- Work with the Literacy for Life Program Coordinator to generate additional support for the program;
- Give extra support to refugee clients, as necessary.

Requirements

- Comfort working with refugees from a variety of backgrounds, including those with limited formal education and/or literacy skills;
 - A responsible, flexible, and independent work style required
 - Ability to adapt to changing situations;
 - Ability to work both independently and as part of a team;
 - Ability to commit to four months of interning.
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Literacy for Life Classroom Assistant

Background

The Literacy for Life program offers English language and computer, financial and basic literacy instruction to newly arrived refugees. IRC staff understand the varied needs of refugees, including the need for cultural orientation, improving English vocabulary and grammar and sometimes learning to read and write for the first time.

Scope of Work

The Literacy for Life Classroom Assistant will help facilitate a Beginning ESL & Literacy class for recently arrived refugees one, two, three or four mornings a week. The Classroom Assistant will assist in the delivery of lesson plans created by the lead teacher by working with individual, small or large groups of learners on classroom assignments.

Essential Position Functions

- Help to facilitate the beginning ESL class for newly-arrived refugee clients;
- Assist the lead teacher in material development;
- If desired, lead classroom discussions or small group lessons;
- Communicate with the lead teacher on a weekly basis about class topics, materials, and student progress;
- Communicate with the Literacy for Life Program Coordinator and tutors on individual client progress and ensure attendance is well-documented;
- Meet and work with the Literacy for Life Program Coordinator to generate additional support for the program and other related tasks as needed, such as NYC excursions for newly-arrived clients;
- Give extra support to refugee clients, as necessary.

Requirements

- Comfort working with refugees from a variety of backgrounds, including those with limited formal education and/or literacy skills;
- Ability to adapt to changing situations; to be comfortable teaching in an open enrollment and multi-level environment;
- Confidence facilitating small group discussions;
- Ability to work both independently and as part of a team;
- Responsible, dependable and dedicated.

After School Youth Tutor (Applications due September 17th, 2008)

Background:

Since its inception in 1999, the Refugee Youth Program has developed partnerships with New York City public schools, community-based organizations and local colleges and universities to provide refugee youth with year-round academic support, literacy training, and enrichment activities. The Refugee Youth Program enables refugee and immigrant youth to participate in a comprehensive after school programs that provides English language training, academic support, and additional culturally and linguistically appropriate learning activities.

Scope of Work:

Youth tutors promote English language learning and academic achievement through assisting students with their homework and regularly reviewing student progress. Youth tutors also may coordinate small group/individual activities that support the development of literacy and educational achievement. Youth tutors serve at one of the three after school site: Bronx, Brooklyn or Staten Island.

Essential Position Functions

- Assist with homework and school projects with refugee youth.
- Facilitate or participate in cultural and academic enrichment activities with refugee youth.
- Promote policies and practices necessary to create a productive learning environment.

- Work and communicate with IRC staff, volunteers, and school personnel as needed.
- Complete casenotes about time spent with students and monthly timesheet.
- Other related duties as assigned.

Requirements

- Reliable and flexible
 - Participate in an IRC Youth Program Orientation and Trainings
 - Willing to learn about IRC history, philosophy, global work, and local efforts.
 - Willing to learn about cross-cultural communication and ethnic backgrounds of clients.
 - Willing to adhere to IRC volunteer and workplace policies.
 - Experience and commitment to working with youth.
 - Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred.
 - Commit to attending consistently 2 days each week for 2 hours each day for the duration of the semester (October-December). Day and time commitments may vary based on the program.
 - Responsible for notifying the volunteer coordinator in advance if unable to attend.
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After School Site Coordinator (Applications due September 17th, 2008)

Background:

Since its inception in 1999, the Refugee Youth Program has developed partnerships with New York City public schools, community-based organizations and local colleges and universities to provide refugee youth with year-round academic support, literacy training, and enrichment activities. The Refugee Youth Program enables refugee and immigrant youth to participate in a comprehensive after school programs that provides English language training, academic support, and additional culturally and linguistically appropriate learning activities.

Scope of Work:

Site Coordinators are responsible for program supervision and management of student attendance, casenotes and volunteer timesheets in cooperation with the IRC Program Coordinator. Site Coordinators serve at one of the three after school site: Bronx, Brooklyn or Staten Island.

Essential Position Functions

- Supervise students and volunteers in the setting of the after school program
- Institute policies and practices necessary to create a productive learning environment.
- Work and communicate with IRC staff, volunteers, and school personnel
- Record and submit weekly student and volunteer attendance to IRC Program Coordinator
- Ensure the completion of weekly casenotes about each student.

- Foster a positive and supportive environment for students and volunteers.
- Other related duties as assigned.

Requirements

- Currently hold a BA/BS or are pursuing Masters Degree in education, social work, or related field
 - Reliable and flexible
 - Participate in an IRC Youth Program Orientation and Trainings
 - Willing to learn about IRC history, philosophy, global work, and local efforts.
 - Willing to learn about cross-cultural communication and ethnic backgrounds of clients.
 - Willing to adhere to IRC volunteer and workplace policies.
 - Experience working with children and youth, specifically in the context of educational and social programs.
 - Experience in program management preferred.
 - Experience working with refugee and/or immigrant populations highly desirable.
 - Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred.
 - Commit to attending consistently 2 days each week for 2 hours each day for the duration of the academic year (October-June). Day and time commitments may vary based on the program.
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Saturday Learning Series Youth Tutor (Applications due September 19th, 2008)

Background:

Since its inception in 1999, the Refugee Youth Program has developed partnerships with New York City public schools, community-based organizations and local colleges and universities to provide refugee youth with year-round academic support, literacy training, and enrichment activities. The Refugee Youth Program enables refugee and immigrant youth to participate in programs that provide English language training, academic support, and additional culturally and linguistically appropriate learning activities.

Scope of Work:

At the IRC office in midtown Manhattan, IRC staff provide Saturday homework assistance from 11-2:30 for refugee youth. Youth tutors promote English language learning and academic achievement through assisting students with their homework, academic & cultural enrichment activities and regularly reviewing student progress..

Essential Position Functions

- Assist with homework and school projects with refugee youth.
- Facilitate or participate in cultural and academic enrichment activities with refugee youth.
- Promote policies and practices necessary to create a productive learning environment.
- Work and communicate with IRC staff and volunteers as needed.

- Complete casenotes about time spent with students and monthly timesheet.
- Other related duties as assigned.

Requirements

- Reliable and flexible
 - Participate in an IRC Youth Program Orientation and Trainings
 - Willing to learn about IRC history, philosophy, global work, and local efforts.
 - Willing to learn about cross-cultural communication and ethnic backgrounds of clients.
 - Willing to adhere to IRC volunteer and workplace policies.
 - Experience & commitment to working with youth, specifically middle & high school age.
 - Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred.
 - Commit to attending consistently at least 2-4 Saturdays each month for the duration of the semester (October-December).
 - Responsible for notifying the volunteer coordinator in advance if unable to attend.
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Youth Mentor

Background: Since its inception in 1999, the Refugee Youth Program has developed partnerships with New York City public schools, community-based organizations and local colleges and universities to provide refugee youth with year-round academic support, literacy training, and enrichment activities. The overall purpose of the Youth Mentor Program is to boost confidence and build strong, solid relationships between responsible, caring adults in the NYC area and recently resettled refugee youth.

Scope of Work:

Youth Mentors make a one-year commitment develop a relationship with a recently arrived refugee youth by meeting in the community 2-3 times a month. The overall focus of the IRC Youth Mentor Program is relationship building, so other focuses such as educational enrichment, recreational activities, and career development will be implemented as a way to spend time with the young person; more specific activities may include visits to sporting events, museums, parks, arts and crafts, walks, etc. The mentors and youth are matched together in pursuit of individual goals of self enhancement and cultural enrichment.

Essential Position Functions:

- Learn about the young person's background, interests, character, dreams, etc. from the young person him/herself
- Initiate activities with the young person that are interest and age-appropriate
- Meet with mentee 2-3 times a month for a total of 6 hours each month
- Complete and submit monthly casenotes and volunteer timesheets.
- Work with IRC staff, volunteers, and school personnel as needed.
- Other related duties as assigned.

Requirements:

- Must be at least 19 years old and have lived in the NYC area for 6 months or more
 - Willing to learn about IRC history, philosophy, global work, and local efforts.
 - Willing to learn about cross-cultural communication and ethnic backgrounds of young person.
 - Willing to adhere to IRC volunteer and workplace policies.
 - Experience and commitment to working with youth
 - Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred.
 - Commit to building a relationship with a mentee for at least 1 year
 - Responsible of one's personal well-being as well as others
 - Adaptable and flexible in new situations
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Youth Mentor Program Intern (Applications due September 19th, 2008)**Background:**

The goal of the mentor program is to boost confidence and create stable and strong relationships between responsible, caring adults in the New York City area and newly or recently resettled refugee children and teenagers. Mentors and mentees make a one year commitment to meet three times a month and for two hours each time. During this year, matches spend their time in whatever way is most supportive of the youth whether that be working on homework, practicing English, playing/watching sports, going to museums, visiting parks and gardens, etc.

Scope of Work:

The Youth Mentor Program Intern will ensure the smooth continuation and development of the mentor program. He/she will act as a support to the mentor program supervisor in daily activities, such as expanding the current organization of the program, assisting in training sessions that prepare adults to be excellent mentors, and introducing new mentors to the youth and his/her family at the family's home. The Mentor Program Intern will also be responsible for creating and leading occasional group events for all matches with the intent of building increased community between both the youth and mentors.

Essential Position Functions:

- Help lead training sessions and orientations that provide the necessary tools to prepare committed adults to be excellent mentors.
- Research, compile and distribute resources to support mentors and the program
- Research and assist with mentor recruitment
- Facilitate intake of mentor applications, case notes and time sheets to monitor match progress
- Create and lead occasional group events with all matches to build an increased sense of community between mentors and youth.
- Develop monthly mentor newsletters.

- Perform other duties as assigned.

Requirements:

- Currently pursuing a Bachelors or Masters Degree in education, social work, or related field.
 - Experience working with children and youth, specifically in the context of educational and social programs.
 - Experience working with refugee and/or immigrant populations highly desirable.
 - Fluency in a second language (French, Burmese Karen, Nepali) highly desirable.
 - Ability to work independently and as part of a team.
 - Willingness to work some evenings and weekends.
 - Familiarity with New York City and public transportation system. Willingness to travel to all five NYC boroughs.
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