



## Volunteer Opportunities As of 2/1/12

**Travelers Aid Chicago** provides information, crisis intervention, and social services to travelers and visitors at Chicago's O'Hare International Airport.

Job title: Travelers Aid Volunteer

Purpose: To provide directions and assistance to travelers and guests at O'Hare International Airport

Location: O'Hare International Airport (main office inside security in Terminal 2, volunteer opportunities throughout airport)

Commitment: One year commitment after background check (free of charge). Most volunteers work one regular weekly shift, either 10AM-2PM or 2-7PM M-F, or 3-7PM Sunday. Minimum commitment of two shifts per month requested.

Duties:

- Give basic directions and airport information to travelers
- Identify and offer assistance to distressed or confused travelers
- Provide protective travel services to those vulnerable or at-risk passengers who need guidance, support, or advocacy as they travel through the airport
- Stay up to date on airport environment and alert office to any changes you discover.

**Family Self-Sufficiency** enables Chicago Housing Authority residents to save money as their income and rent increase. This five-year asset building program provides an incentive for residents to increase their earned income. Participants receive individual consultation and attend financial literacy classes to increase economic stability.

Job title: Polish translator

Purpose: To provide translate Polish.

Location: 4411 N. Ravenswood

Commitment: Long-term (three months or longer), a few hours per week, in the afternoon and or evening during the weekdays -- schedule is flexible

The **Information Technology** department is seeking a volunteer who can work approximately 2-3 hours per day to conduct project support activities, including scheduling meetings, project demonstrations, taking and preparing meeting notes, preparing correspondence, organizing and preparing conference rooms and work space. Preferably for an individual who's currently retired or not working -- this opportunity requires flexibility.

**Heartland Alliance's Policy & Advocacy Team** is seeking a motivated and enthusiastic volunteer for our annual From Poverty to Opportunity Campaign fundraiser. The volunteer will help plan and organize the June 2012 event, with responsibilities focused on securing a venue, negotiating a food/drink package, seeking donations from past sponsors and developing new ones, contacting local businesses to solicit prize donations, and other assignments as needed. The ideal volunteer will be highly organized and comfortable reaching out to various business owners. The volunteer will be asked to make a time commitment of 3-5 hours a week to the project. We are looking for someone to start March 1.

Heartland Alliance's **Finance & Accounting Services** department can use your help, while our auditors are here. Pulling financial records (filed alphabetically) beginning NOW (Wed., February 1) through Wednesday, February 15 for 3 hours daily. Can you help?

**Vital Bridges** grocery center is looking for volunteers who are willing to deliver groceries to individuals and families affected by HIV. Routes take approximately 2-4 hours and involve deliveries in the Elgin and Aurora areas. Each client receives 3 heavy bags of groceries so the delivery process works best when volunteers come as a pair. We are looking for volunteers that can commit to driving two Saturdays per month for the next 6 months; however volunteers who cannot commit to 6 months are encouraged to apply as back-up drivers. Volunteers will not be reimbursed for gas.

**If interested in the above opportunities please complete the Heartland Alliance volunteer application.**

**The Marjorie Kovler Center** transforms the lives of individuals recovering from the complex consequences of torture. Kovler Center provides medical, mental health, and social services to 350 survivors of torture annually from 77 countries around the world; trains and educates students and professions from health and allied fields locally and globally; and advocates for the end of torture worldwide. Through Kovler Center's interventions and unique community-based model of delivering services, torture survivors regain trust in others, re-establish family and community relationships, and recover the human potential damaged by torture.

Marjorie Kovler Center will be commemorating its 25<sup>th</sup> anniversary in the year 2012. Our Annual Benefit, to be held in October 2012, will thus be a milestone event to which we hope to attract over 200 guests. Plans for the date/time, venue, and recipient of the third Robert Kirschner Award for Global Activism are being finalized.

**We are currently seeking energetic and connected new volunteers to join Kovler Center staff and current volunteers on the 25<sup>th</sup> Anniversary Benefit Committee.**

The Benefit Committee will hold monthly (moving to weekly in the month prior to the event) meetings (in addition to sub-committee meetings) and will be overseen by Judith Weinstein, Associate Director of Development, Marjorie Kovler Center. The team will be responsible for:

- Publicizing the event;
- Helping to identify Host Committee members;
- Expanding the guest list;
- Securing sponsors to underwrite costs of the event;
- Planning the menu;
- Organizing a small, but tantalizing Silent Auction;
- Obtaining a raffle item;
- Organizing entertainment for the event;
- Assisting speakers in writing and editing their remarks, as needed;
- Working specific jobs the night of the event, including all tasks related to the silent auction, running the raffle, handling the needs of speakers, and troubleshooting.

**If interested, please indicate on the Heartland Alliance volunteer form that you're interested in serving on the Kovler committee.**

Refugee and Immigrant Community Services (RICS), annually resettles more than 150 individuals in Chicago from around the world. RICS serves an additional 500 refugees through a variety of services including cultural orientation, adjustment counseling, employment, job readiness and placement services, as well as medical case management, family literacy, and English language training for adults.

Job Title: **Mentor to Refugee Women**

Purpose: To provide friendship and support to a refugee woman

Location: 4411 N. Ravenswood

Commitment: One day at two hours per week for a minimum of six months  
(beginning September 15, 2011 through March 15, 2012)

Duties: Mentor a refugee woman by helping her practice her English speaking skills and introducing her to American culture. The mentor will also act as an advocate and a friend to her mentee.

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Job title: **Adult Volunteer Literacy (AVL) Tutors**

Purpose: To provide English as a Second Language instruction, emphasizing language fluency and competencies that are relevant to the daily lives of the adult students served.

Location: Belmont-Cragin neighborhood

Commitment: Long-term (three months or longer), a few hours per week or month, during the morning, afternoon, and evenings on weekdays. Requires commitment to a set schedule

Duties:

- The volunteer tutor leads a tutoring session for one to two hours. Volunteers are asked to commit to one or more days of volunteering a week. Volunteer tutor positions are available from 9:00 am – 9:00 pm Monday through Thursday and 9:00 am – 5:00 pm on Friday.
  - The Tutor Coordinator will provide the volunteer tutor with material to begin the tutoring session. Because the tutor / tutee relationship requires flexibility, tutors are encouraged to bring outside material or explore RICS's ESL library for material. The tutor is expected to communicate with the Tutor Coordinator to convey his/her tutee's needs. Tutors will work with 1 to 3 tutees during a session. The volunteer tutor provides individual assistance and instruction as needed. S/he also keeps accurate attendance and records the progress of the tutee(s) at the close of each session. Tutors must be flexible, creative and dependable.
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Job title: **In-home tutors**

Purpose: To provide individual tutoring assistance to refugee youth and implement educational activities.

Location: In the participant's home or library.

Commitment: Long-term (three months or longer), a few hours per week, in the afternoon and or evening during the weekdays and weekends -- schedule is flexible

Duties:

- Facilitate outreach between refugee youth, their peers, and the community.
- Minimum commitment of six months. Volunteers are expected to make weekly visits to the home or library.

**The Adult Volunteer Literacy (AVL) Project** provides English as a Second Language instruction, emphasizing language fluency and competencies that are relevant to the daily lives of the adult students served.

Job title: Teaching assistants

Purpose: Teacher assistant

Location: Belmont-Cragin neighborhood

Commitment: One or more days a week throughout the duration of a typically 11 week quarter; from 9:00 am – 11:00 am and 11:30 am – 1:30 pm Monday through Friday and from 3:00 pm – 5:00 pm and 7:00 pm – 9:00 pm Monday through Thursday.

Duties:

- Teaching a particular lesson previously discussed with the teacher
- Assisting individual students or groups within the classroom during instruction or outside of the classroom in a tutoring capacity
- Making photocopies, passing out handouts, functioning as the scribe, practicing pronunciation through dictation, leading or assisting with field trips off campus, and assisting with lesson planning according to the assistant's comfort level

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**Help us move our offices!** We are looking for an unpaid volunteer to help us move into our new office space, 2 floors down from our current office.

Responsibilities for this position include:

- Help move items in our storage space (furnishings for refugee apartments)
- Help organize items in new storage space.
- Help move department supplies and other office equipment
- Help organize and put supplies into new space.

Qualifications:

- Ability to lift 30 pounds
- Ability to organize
- Patience and flexibility
- Ability to take direction and work in a team

We need help Monday the 30th-Friday the 3rd from 9am-5pm each day

**If interested, in any of the Refugee and Immigrant Community Services (RICS) volunteer opportunities, please complete the Heartland Alliance RICS application.**

The **National Immigrant Justice Center (NIJC)**, a program of Heartland Alliance for Human Needs and Human Rights in Chicago, Illinois, offers internships to law students and undergraduates to work in variety of its different legal services programs. **The Counter-Trafficking Program offers internships to graduate and undergraduate students.** The internships present an excellent opportunity to learn more about U.S. immigration law and policies while making a difference in the lives of low-income and impoverished individuals who are in need of legal representation.

NIJC has garnered a national reputation for providing quality legal services and advocacy for low-income immigrants, refugees, and asylum-seekers. NIJC's trainings, publications, and technical assistance reach a diverse constituency of *pro bono* lawyers, non-profit community groups, policymakers, and government officials. NIJC's office is located in downtown Chicago.

NIJC seeks one intern for each of the following programs:

- The **Jeanne and Joseph Sullivan Project for Protection of Asylum Seekers** facilitates *pro bono* representation for asylum seekers fleeing persecution in their homelands and advocates for the protection of human rights. This project also provides legal services for individuals seeking protection from gender-based persecution, both in the United States and in their home countries. *(French and Spanish speakers encouraged to apply.)*
- The **Detained Immigrant Protection Project** provides legal orientation and representation to detained immigrants, refugees, and asylum seekers and advances their legal and human rights through advocacy, litigation, and public education. *(Spanish and Russian speakers encouraged to apply.)*
- The **Immigrant Legal Defense** offers legal services to immigrants, including family visa petitions, legal permanent residency, U.S. citizenship, and Temporary Protected Status. *(French and Spanish speakers encouraged to apply.)*
- The **Immigrant Children's Protection Project** provides specialized legal services to and advocates for immigrant children, many of whom are fleeing human rights abuses such as forced recruitment as soldiers, sexual exploitation, and child labor. *(Mandarin, French, and Russian speakers encouraged to apply.)*
- The **Counter-Trafficking Project** provides comprehensive **legal and social** services to victims of human trafficking, conducts training and technical assistance, and raises public awareness of the issue.
- The **National Asylum Partnership on Sexual Minorities (NAPSM)** ensures protections for LGBT individuals who are victims of persecution in their home countries because of sexual orientation, gender identity, or HIV status. *(French and Spanish speakers encouraged to apply.)*

All interns will assist with general administrative and clerical work for NIJC, including filing, photocopying, answering phones, shipping and mailing, and drafting routine correspondence. Undergraduates will be expected to fulfill more administrative duties than legal interns.

In general, an internship may include the following activities:

- **Interview human trafficking survivor clients telephonically and in-person to collect factual information related to their cases;**
- **Help human trafficking survivor clients find resources to meet their basic needs, including housing, food, counseling, and public benefits.**
- **Advocate for clients with service providers, law enforcement, and public benefit offices.**
- **Input case-related information into client database and prepare case summaries and legal immigration documents and materials;**
- **Conduct follow-up interviews with clients throughout the case preparation process;**

**Qualifications:** Interns must have a passion for our issues and excellent written and verbal communication skills. The ideal candidates are independent, detail-oriented, and highly organized. Experience with Windows XP, Microsoft Excel and Microsoft Word is a must. Database experience is very helpful. Oral comprehension and proficiency in both English and another language; Spanish, Mandarin, or French is highly preferred. Must be open to evolving responsibilities.

Internships are unpaid, although candidates are encouraged to seek outside funding and/or university credit.

The application deadline for the spring term is December 30; February 15 for the summer term; and August 30 for the fall term. We encourage students with a strong interest in joining us to apply early. Recent graduates may apply.

The National Immigrant Justice Center, an equal opportunity, affirmative action employer, is strongly committed to diversity and welcomes applications of all races, ethnicities, genders, and sexual orientations, including people who have been previously incarcerated.

**If interested in the National Immigrant Justice Center (NIJC) internship opportunities, please complete the Heartland Alliance internship application.**

**Thank you for your interest!**