



## Internship Opportunities as of 8/1/11

Heartland's Refugee Youth & Family Services provides support to refugee families and their children through cultural orientation, academic support, social activities and prevention education. It also provides services designed to integrate refugee youth into the mainstream community. RICS annually resettles more than 150 individuals in Chicago from places like Burma, Burundi, Democratic Republic of Congo, Congo-Brazzaville, Cuba, Eritrea, Ethiopia, Liberia, Sierra Leone, Somalia, Sudan, & Uzbekistan. 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.

### **Youth & Family Services Intern**

Location: 4411 N. Ravenswood

Commitment: Minimum of 16 hours per week (including some evening hours), minimum three month commitment

#### Duties:

- Provide tutoring assistance to refugee youth and implement age-appropriate educational activities.
- Offer staff support for program issues and secure resources for educational enhancement.
- Facilitate outreach between refugee youth, their peers, and the community.
- Develop curriculum for prevention education program.
- Coordinate data collection for monthly reports to remain in compliance with funding requirements.
- Update community partners about progress achieved in classes.
- Assist with escorting students from school to after school program locations and to their homes.
- Minimum of 16 hours per week availability (including some evening hours), minimum three month commitment.

### **Employment & Adjustment Intern**

Location: 4411 N. Ravenswood

Commitment: Minimum of 16 hours per week (including some evening hours), minimum three month commitment

#### Duties:

- Cold calling employers to develop potential contacts.
- Working with individuals and groups on job-readiness skills including interviewing techniques, filling out job applications, and workplace culture orientations.
- Tracking in-kind donations and determining fair market value of these goods.
- Database entry.
- Assessment and reporting of Employment program participant needs.
- Creation and maintenance of job upgrade and career plan forms.
- Assisting with the delivery of financial literacy curriculums to program participants.

### **Homeless Prevention Intern**

Location: 4411 N. Ravenswood

Commitment: Minimum of 16 hours per week (including some evening hours), minimum three month commitment

Duties:

- Correspondence with refugees/asylees that are at-risk of imminent homeless.
- Communication with Chicago landlords to obtain documentation for Homeless Prevention applications.
- Database entry.
- Completion of Homeless Prevention applications and recertification for housing subsidies.
- Coordination with Homeless Prevention staff including housing locators.

### **Vocational English Language Training Intern (4 positions)**

Location: 4411 N. Ravenswood

Commitment: Minimum of 16 hours per week (including some evening hours), minimum three month commitment

Duties:

- Assisting teachers in ELT and Vocational English classes, including tutoring and/or teaching students.
- Creating and implementing programs and activities for ELT and Vocational English students.
- Mentoring ELT and Vocational English students.
- Assisting with job-readiness training and employer outreach for ELT and Vocational English students.
- Helping with other projects, reports, and administrative tasks as necessary.
- Minimum of 16 hours per week availability, minimum three-month commitment.

### **Child Care Room Intern**

Location: 4411 N. Ravenswood

Commitment: 8-19 hours per week, minimum three month commitment

Duties:

- Provide oversight, guidance and instruction for children ages 0 – 7 whose parents and/or guardians are participants in RICS onsite adult literacy classes (experience working with this age group preferred).
- Experience developing early childhood curriculum preferred
- Interdependency skills are required
- Must be extremely motivated, assertive, and a self-starter
- Willingness to work in a diverse environment
  - Ability to speak a second language preferable, but not required
  - Important to have a passion for learning about other cultures
  - Able to work with both children and parents alike. The Volunteer will act as a team leader in team teaching situations. Duties will include tutoring young children in math and reading.
- Possess quick reaction to unforeseen program changes, and the ability to solve problems on the spot.
- Students must also have transportation to and from site.

### **Resettlement & Placement Program Intern**

Location: 4411 N. Ravenswood

Commitment: Minimum of 16 hours per week, minimum three month commitment

Duties:

- Skill Outcomes & Responsibilities for this position include:
- Reviewing and communicating each new refugees' material and practical needs.
- Establishing and maintaining relationships with internal and external sponsors.
- Coordinating in-kind donations with donors, resettlement staff, and refugees (i.e. arranging donation pick-up and scheduling visits to refugee homes).
- Accompanying new refugee arrivals to public aid, clinic, and other appointments.
- Coordinating monthly new arrival orientation workshops.

### **Empowerment through Brotherhood Intern**

Location: 4411 N. Ravenswood

Commitment: Minimum of 16 hours per week (including some evening hours), minimum three month commitment

Duties:

- Assist E-Bro coordinator with program planning, implementation, and reporting.
- Provide tutoring assistance to refugee youth and implement age-appropriate educational activities.
- Offer staff support for program issues and secure resources for programmatic enhancement.
- Facilitate outreach between refugee youth, their peers, and the community.
- Develop curriculum for E-Bro.
- Coordinate data collection for monthly reports to remain in compliance with funding requirements.
- Update community partners about progress achieved in programming.
- Assist with escorting students from school to after school program locations and to their homes.

SenioReach<sup>SM</sup> provides comprehensive services to seniors (55 years and older) from diverse socio-economic and cultural communities within metropolitan Chicago. These services include: benefits checkups, educational programs, assessments and resource referrals.

### **SenioReach Program Intern**

Location: 4411 N. Ravenswood

Commitment: 15-20 hours per week availability, minimum three month commitment

Duties:

- Conduct outreach activities in the community.
- Conduct benefits checkups via the NCOA (National Change of Address) on-line tool.
- Assist seniors with applying for eligible benefits.
- Develop and co-facilitate education presentations with the SenioReach<sup>SM</sup> Director.
- Attend various community events and committee meetings.
- Coordinate the production and assembly of grant proposals.
- Assist with other projects, reports, and development tasks as necessary.