

# CWS Harrisburg Internship



## Refugee Employment Intern

CWS Harrisburg collaborates with partners to give hope, opportunity, and relief to refugees and immigrants, as well as promote a diverse and welcoming community. We work together with faith groups, organizations, and individuals to provide help and homes to refugees and work to build a hospitable community in the United States for uprooted people so that they can fashion a better future.

**Position:** Refugee Employment Intern

**Location:** CWS Harrisburg – 2101 N Front St Building 3 Suite 301, Harrisburg, PA 17110

**Reports to:** Employment Specialist

**Hours and Length:** Minimum 15 hours/week for one or more semesters, or 10-12 weeks per term

### Basic Intern Responsibilities:

- Complete enrollment/intake with newly arrived refugees
- Help create resumes for clients enrolled in employment services
- Teach employment readiness classes in a small group or individually
- Aid clients in filling out job applications
- Assist newly arrived refugees with employment-based ESL, job interview skills, and the job search
- Outreach and network to make connections with area employers and employment-groups
- Facilitate client transportation-related activities: Learn local bus system, apply for learner's permit, study for driver's exam, transport to job interviews, etc.
- Work with employment specialist to complete case notes and maintain case files
- Other duties as assigned

### Qualifications:

- International Studies, Business, Communications, and Social Work-related majors are preferred; other majors considered
- Post-graduate and undergraduate students considered
- Excellent communication and writing skills
- Creativity and initiative to follow through on projects
- Ability to work independently and be a self-starter
- Cultural competency and a strong desire to work in a cross-cultural environment
- Language proficiency in English required, refugee language (Arabic, Swahili, Spanish, Ukrainian, etc.) preferred
- Preference is given to those 21 years of age or over to meet CWS driver approval qualifications. Must have a valid driver's license and insurable driving record
- Students may receive course credit for the internship. Students seeking this option should inquire with their academic advisor. We will work with the student and college advisor to achieve desired learning outcomes and complete the required paperwork

**Applying Instructions:** Send a cover letter and resume to [aswan@cwsglobal.org](mailto:aswan@cwsglobal.org). Please state the semester of preference. Applications will be accepted on a rolling basis.

Note: Any applicant selected for the internship must have a university agreement from your current or former university or educational institution that indicates the internship would be related to your education or studies.