

CWS Harrisburg Internship



Refugee Resettlement Housing 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 Resettlement Housing Intern

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

Reports to: Housing Specialist

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

Basic Intern Responsibilities:

- Assist housing specialist in preparing for new arrivals, including securing housing, house inspections, gathering household supplies, purchasing needed items, setting up apartments
- Assist housing specialist in housing follow-up with property owners, communicating with refugee clients about ongoing housing needs
- Assist housing specialist with housing orientation for refugee clients, orient clients on the proper use of appliances, proper cleaning protocols, etc.
- Assist housing specialist with reviewing and signing lease contracts with refugee clients
- Assist housing specialist in completing case notes, financial requests, and reports for the resettlement program
- Coordinate with interpreters to provide linguistically and culturally competent services

Qualifications:

- Social Work or International Studies majors are preferred; other majors considered
- Junior or Senior undergraduate or post-Graduate students are preferred; other 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 strong desire to work in a cross-cultural environment
- 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 on achieving desired learning outcomes and completing the required paperwork
- 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

Applying Instructions: Send a cover letter and resume to 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.