

Administrative Intern

To apply for this internship, please send a resume and cover letter naming the internship(s) you're interested in, your available dates, and preferred schedule, to jdouglas@refugeeone.org.

Gain valuable experience working in a not-for-profit organization as an Administrative Intern. Reporting to RefugeeOne's Human Resources team, the intern will provide office administration and program support. Tasks include filing paperwork, organizing, assisting with emails and contacts, and occasional front desk management.

Ideal applicants have completed high-school and at least some college, are proficient in Microsoft Office, and have great organizational and interpersonal skills.

Internships at RefugeeOne are unpaid, but students may obtain college credit. We ask that interns commit to a minimum of 8 hours and up to 35 hours per week. Internship times are flexible during office hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. Start and end dates are also flexible.

RefugeeOne, located in Chicago's Uptown neighborhood, has a national reputation for its success in assisting refugees fleeing war and persecution as they build new lives. With the help of 450 volunteers, RefugeeOne walks alongside refugees as they take their first steps on the road to self-reliance: we greet new arrivals at O'Hare Airport, furnish their first apartments, help them learn English, and connect them to their first jobs. However, we recognize that job skills aren't the only component to success in the United States, which is why we provide mental health care, after-school programming, and community-building services as well. Our ultimate goal is to help refugee families become self-reliant in as little as 6-9 months.

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