

## **RefugeeOne Housing & Co-Sponsorship Intern**

**Location:** RefugeeOne: 4753 North Broadway, Suite 401, Chicago, IL 60640

### **Date and Time:**

Ideally 40 hours per week

We have either one position for Monday to Friday 8:30-4:30, or two positions for two days per week.

One administrative position.

Fluency in a second language is preferred.

### **Opportunity Description:**

The Housing/Co-sponsorship Intern is responsible for apartment set-up for new arrivals, airport pick-ups if needed, maintaining storage space and additional responsibilities including completing accurate reports on expense documentation, entering financial expenses into data base, and assisting other staff members as needed.

The Housing/Co-sponsorship intern requires a great deal of client interaction, interns are expected to be well organized, patient and culturally sensitive.

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 6-12 months.

To apply for this internship, please send a resume and cover letter naming the internship(s) you're interested in and your available dates, to Jan Douglas [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org) RefugeeOne will confirm that your resume/cover letter has been received. Internships at RefugeeOne are unpaid, but students may obtain college credit