RefugeeOne Immigration Intern

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

2. **Date and Time:**
   a. 1 semester commitment
   b. 2 days per week
   c. Time: 10 hours per week

3. **Opportunity Description:**

Gain valuable experience working in a not-for-profit organization as an Immigration Intern. RefugeeOne's Immigration Intern supports the Immigration Manager in serving clients. Tasks include: copying, faxing, intake, scheduling appointments, filing and scanning, organizing client folders for the department, maintaining immigration database and case notes, filing immigration applications, as assigned by manager, and other administrative tasks. The Immigration Intern also responds to client inquiries in regard to case status.

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

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 RefugeeOne will confirm that your resume/cover letter has been received. Internships at RefugeeOne are unpaid, but students may obtain college credit. 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 400 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.

4. **Skills**
   a. Basic Computer Skills
   b. People Skills
   c. Office reception

d. Organization
e. Critical Thinking
f. Problem Solving

5. Requirements & Commitment
   a. Background Check
   b. Orientation or Training
   c. Minimum Age: 18
   d. 10 hours per week