

Job Title: Childcare Intern
Department: Resettlement
Reports to: Director of Resettlement

Schedule: Monday, Tuesday, Thursday 9:00am-5:00pm required start in January 2018.

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.

- Learn to provide administrative assistance to program coordinator, department, and agency
- Improve organizational and time management skills by maintaining and tracking records, assisting in application process, communicating and coordinating with childcare providers and other government agencies
- Develop intercultural communication skills through interactions with clients
- Help manage client cases

Ideal Candidate:

- Strong attention to detail
 - Ability to multi-task, maintain composure in fast paced environment, and
 - Strong written and verbal skills
 - Intercultural communication
 - Excellent organizational and planning skills
 - Superior time management
 - Internships at RefugeeOne are unpaid, but students may obtain college credit.
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- **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.**