

Community Services Internship (IINE-Boston)

IINE is currently offering a Community Services internship through its Boston office to students with demonstrated interest or experience in serving refugee, asylee, and immigrant populations. IINE's Community Services program coordinates the arrival, integration and case management of refugees, asylees, Haitian entrants and other clients after their arrival in the United States.

Reports To: Community Services Manager

Key Responsibilities:

Intern responsibilities include:

- Assisting staff with case management including:
 - applying for temporary financial assistance
 - advocating for health and social services,
 - securing housing
 - accompanying clients to the Department of Transitional Assistance, health clinics, Social Security office
 - helping to coordinate referrals to a wide variety of social services
- Conducting cultural and workforce orientation workshops for recently arrived refugees
- Managing client records
- Providing general administrative assistance to the Skills Training Program teams

Qualifications:

In addition to the qualifications preferred for all IINE internships, those applying for a Skills Training Program internship should demonstrate the following:

- Experience in multicultural environments
- Experience interacting with social welfare agencies
- Language skills in Arabic, French, Spanish, or Somali preferred