



Office of Immigrant and Refugee Affairs (OIRA) Internship Program

OIRA Overview

The Office of Immigrant and Refugee Affairs (OIRA) is a division within the mayor's office established in January 2022. We are working to build an infrastructure for the office that honors and continues to work on some of the recommendations reflected in the Welcoming Pittsburgh roadmap while making room for current changes and priorities that exist in our city today.

As the Office of Immigration and Refugee Affairs continues to develop and build itself, our office will continue to support departments on immigrant and refugee engagement strategies, welcome new residents, work with partner organizations and agencies, advocate for policy reform, and celebrate the diversity of civic, cultural, and economic life that immigrants and refugees bring to the city.

OIRA Objectives:

- Increase connections and access to City services and other government-adjacent services
- Celebrate the culture and diversity in our city
- Continue to foster and build meaningful relationships with the community
- Make sure the office is always aligned with the mayor's vision of creating a city where we contribute to creating a city where our residents feel safe, welcome, and can thrive.

Eligibility

Current students must attend an accredited college (including 4-year colleges/universities, community colleges, and junior colleges) and have prior internship experience. Preferably a graduate student.

Must be available 15-20 hours a week for the Spring 2023 semester. (If not for school credit \$15/hr for 3 months).

Internship Overview

The Office of Immigrant and Refugee Affairs Intern will support the Office Manager and Policy Coordinator in organizing and managing tasks and initiatives related to the office, community outreach, internal city departments, and helping to fulfill the Office of Immigrant and Refugee Affairs goals. This intern must be organized and skilled at juggling multiple priorities and keeping projects moving forward. This intern must also be a clear communicator and willing to ask questions for clarity and support when needed. This intern must be a self-starter, possessing skills in both independence and teamwork. Cross-cultural experience working with immigrants or international populations is recommended. The intern must be able to read, write, and speak in English.

This internship will increase the intern's knowledge of city processes, time management, mayor's office programs and initiatives, awareness of community partners that work on immigrant and refugee inclusion, and more. For more information, please email: welcomingpgh@pittsburghpa.gov