



## Refugee Resettlement Intern

**JOB TITLE:** Refugee  
Resettlement Intern

**JOB CODE:** 610 – Refugee  
Resettlement

**REPORTS TO:** Refugee Site  
Supervisor

**DEPARTMENT:** Refugee  
Resettlement

Bethany is changing the world through family. In Western PA we began our work by serving one child more than 75 years ago. Today, Bethany is an international nonprofit partnering with communities in more than 30 states and in several countries around the world. We strengthen and preserve families, support displaced people fleeing danger, and find safe, loving families for children who need them. Bethany is at the forefront of creating and implementing solutions to meet the growing needs of vulnerable children and families in the U.S. and around the world.

Our refugee resettlement department works with individuals and families who have fled their homes in search of safety. We work with families intensively over their first 8 months in the United States with the goal of helping them build self-sufficiency. Our team coordinates every aspect of creating a warm welcome, from organizing housing and meeting them at the airport to enrolling children in school and teaching the family how to navigate their new community. From doctor's appointments to job searches, we are there providing a helping hand.

As an intern with Bethany's Refugee Resettlement team, you would be involved in all aspects of resettlement. This is not a desk-based internship- much of your time would be spent actively engaging with our clients or stakeholders.



## **ESSENTIAL JOB RESPONSIBILITIES**

- Assisting with setting up apartments
- Greeting new families at the airport
- Providing bus training for families on how to use public transportation.
- Assisting families in applying for public benefits, internet, and other programs as eligible
- Accompanying families to school enrollment appointments and school tours
- Teaching cultural orientation sessions on important topics such as Budgeting, US Laws, Education, or Health.
- Assisting with paperwork including AR-11s, change of address forms, and other required documentation.
- Completing case notes to record interactions with clients.

## **Qualifications**

- Must possess excellent interpersonal skills and be a team player.
- Experience in child/family welfare agency, a plus.
- Excellent verbal and written communication skills.
- Pass a criminal history screen, including state and local child protection agency registries.
- Subscription to and integration of the agency Statement of Faith, Mission Statement, and Cultural Diversity Commitment.



Due to the broad range of work that we do, there is the possibility of customizing your internship to fit your educational needs. However, it is important to note that this internship requires a high level of flexibility- your tasks will likely change day-to-day and emergency situations may require the plan to change last minute. The hands-on nature of the internship offers a great chance to build skills that apply to numerous fields.

Interested applicants for the Pittsburgh Branch should complete the Internship application, and send to Chynna Wilcox, Community Engagement Specialist, along with a cover letter and their resume to [cwilcox@bethany.org](mailto:cwilcox@bethany.org).

**Intern Name:** \_\_\_\_\_

**Intern Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_