



Summer Intern Position

As one of the largest providers of social services in Massachusetts, Catholic Charities Archdiocese of Boston (CCAB) responds to the needs of the poor and working poor, provides supportive services to children and families, and assists refugees and immigrants as they become active participants in their communities. We offer approximately 140 programs and services in 40 locations across Eastern Massachusetts, which allows us to help nearly 200,000 people each year. This work accomplishes our mission of building a just and compassionate society rooted in the dignity of all people.

About Refugee & Immigration Services

Hundreds of thousands of refugees, asylees, immigrants, and migrants enter the United States each year looking for supportive services. With a variety of multicultural and multilingual services for refugees and immigrants, CCAB is working to help these populations adjust to their new surroundings and become active participants in their communities.

Our Refugee and Immigration Services (RIS) program is dedicated to supporting refugee families, asylum seekers, immigrants, and migrants in their efforts to achieve economic, social, and civic self-sufficiency. A multi-ethnic RIS staff comprised of professionals with diverse ethnic backgrounds and rich life experiences provide a wide array of services to newcomers from all over the world.

RIS is comprised of three distinct but overlapping programs: Immigration Legal Services; Refugee Resettlement, which includes case management, English for Speakers of Other Languages classes, Refugee Employment Services; and Community Interpreter Services.

About the Summer Intern Positions

CCAB is seeking a Summer Intern to provide entry-level research, field work, and administrative support for Refugee Resettlement. Additionally, the Summer Intern will provide administrative support to the organization as a whole and for other projects.

Employment Services

RIS' success is measured by the self sufficiency of our refugee clients. A huge step on the road to self sufficiency is employment. This Summer Intern will conduct interview preparation with refugee clients. This Summer Intern will also assist clients with job applications, such as resume building and online applications, as well as escort clients to interviews as needed. Assist Employment Specialist as needed.

Case Management

This Summer Intern will support RIS case management staff in the following ways. He/she will assist with client registration for social services, visit refugee clients in the field and escort them to social services as needed, keep accurate and complete case files, and assist with other tasks as needed.

Community Interpreter Services (CIS)

The CIS intern assists with the scheduling of oral interpretation and written translation requests for our high-volume Community Interpreter Services program. This intern will be comfortable in a fast-paced, cross-cultural office environment and will be experienced with Microsoft Office and computer database management. Candidates that are bilingual and/or have previous interpreting experience are encouraged to apply.

The Summer Interns will work out of CCAB's offices in South Boston. These are full-time internships of 10 to 12 weeks. Start and end dates are negotiable. This is an unpaid position.

Qualifications

Highly qualified candidates will meet most or all of the following criteria:

- Current BA/BS student or recent graduate with demonstrated levels of high academic performance.
- Excellent writing, editing and communication skills; ability to organize and present complex information in a clear and concise manner.
- Quantitative and qualitative research skills, as demonstrated through coursework or prior work experience.
- High degree of self-motivation; able to work independently with minimal supervision.
- Diplomatic, broad-minded, curious, and detail-oriented, with a great sense of humor.
- Familiarity with MS Office including Word, Excel and PowerPoint and the capacity to learn new software systems.
- Demonstrated commitment or interest in Immigration.

For consideration for these positions, send your resume and a cover letter that details your qualifications for the position to: jason_reynolds@ccab.org It is not necessary to specify choice of internship position. Applications will be reviewed on a rolling basis until April 30, 2010.