



Irish International Immigrant Center

Seeking a spring intern to start with our Education Programs team ASAP – join the Education Services team at the IIC – accepting applications and interviewing today!

“Interning at the IIC is an enriching and fun experience. The IIC made me feel like a valued member of the tea, and every day I found myself learning something new!”
- Kasey DiLoreto, 2018 Intern

ROLE DESCRIPTION

This is a great opportunity for someone to make a positive difference in the lives of many immigrants and to learn new skills and to gain a deep appreciation for a diverse range of cultures. **Apply straight away if you are interested (See all details on how to do so below).**

WHAT WILL YOU BE DOING?

Supporting the Director of Education in many areas. This role offers a wonderful opportunity for anyone interested in assisting and empowering immigrants, and becoming part of a team dedicated to helping immigrants integrate smoothly into their new communities.

This is an unpaid internship, but we are happy to assist in any requirements that would qualify an eligible intern for course credit.

TIME COMMITMENT:

16- 32 hours per week (negotiable - willing to discuss less hours if your schedule cannot accommodate this amount of hours)

DAYS: Tues and Thurs (additional days available if interested) – day time hours – preferably 9am-3pm (flexible)

DATES:

- Spring Term: Jan - May/June 2019

RESPONSIBILITIES

- Calling current and potential students
- Assisting in classroom set up, including necessary paperwork and physical space
- Daily scanning, filing, and copying
- Faxing and maintaining contact with outreach contact about courses and workshops
- Maintaining records, both hard copies and virtually
- Data entry
- Intake assessments
- Occasional visits to Boston area organizations to provide outreach materials
- Attending monthly staff meetings
- Various administrative tasks as assigned by Education Director

QUALIFICATIONS

- Excellent verbal and written communication
- Proficient with Microsoft Word and Excel
- Familiarity with Google Drive, Sheets, Docs, etc.

- Data entry experience, preferred
- Experience with immigrant/refugee population, preferred
- Bilingual, or multilingual, preferred

HOW TO APPLY:

Please email your resume and cover letter to volunteering@iicenter.org.

ABOUT THE IRISH INTERNATIONAL IMMIGRANT CENTER

We empower over 3,500 immigrants and refugees annually from more than 120 countries by providing the legal, wellness and educational support they need to build successful lives. Building on our Irish roots of welcoming others and social justice, we help newcomers find community, and we stand up for immigration policies that are humane and just. America is a nation of immigrants, and despite the current political climate, we are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all.

Our vision is of a society where all people are welcomed and valued and enjoy equal opportunities and protections. Rooted in the Irish tradition of hospitality, we work to create a safe and welcoming place for people from around the world who come to our Center.

For more information on the Irish International Immigrant Center, please visit www.iicenter.org

The Irish International Immigrant Center, Inc. is an Equal Opportunity Employer and strongly encourages candidates of diverse backgrounds and languages to apply.