Position Overview

SCN is seeking an intern for the Immigration program to help with client intakes related to immigration applications and grant funding. The core of the work will be gathering information from clients about their residential, work, and travel histories over the past five years. This task involves reviewing clients’ files to assemble the information already in our system, then scheduling calls with clients to fill in the gaps. Interns will also assist in filling out in-take forms for grant funding and other tasks as assigned. This position will not have any responsibility related to the filling out of legal applications or providing any legal advice - if intern is a student in law school, they may prepare applications (and give legal advice) “under the direct supervision of the attorney or accredited representative...in accordance with the requirements of 8 CFR 292.1(a)(2)”.

As the majority of SCN’s clients are Arabic-speaking with limited English proficiency, we are preferably seeking an intern who is comfortable in their comprehension and speaking of Arabic, especially over the phone, but that is not a requirement. Interns must be able to commit to at least 10 hours per week with SCN. Interns will be provided detailed training and ongoing support from SCN Immigration Director, Al Peters.

Reports to: Immigration Director

Roles & Responsibilities

Responsibilities include, but are not limited to:

- Gather five-year residential, work, and travel histories by reviewing client files, scheduling appointments, and calling clients to fill out SCN’s legal screener document
- Collect and send required copies of documentation (ex: green card, social security card) and combine with the legal screener into a single document to SCN’s Immigration Director
- Complete Office of Refugee Resettlement (ORR) grant intakes in Salesforce assisting with other administrative and grant-reporting tasks as needed
- Using a trauma-informed approach in order to earn trust and forming relationships with clients as you are collecting personal information
- Work primarily from our Edgewater office, with remote options available some days

**Our commitment to interns:**

- Training for required tasks
- Education on the immigration application process
- Continuous support from staff
- Celebrate and appreciate the interns, provide constructive feedback along the way
- Provide other educational opportunities

**Schedule:**

- 6 months, or depending on semester
- 10-15 hours minimum per week, within business hours if possible
- Data collection calls each typically take 1-2 hours; expect to make multiple calls per day

**Key Skills and Competencies:**

- Institutional/university backing for internship program, or equivalent commitment
- Competitive applicants will have confident levels of comprehension and speaking in Arabic, Dari or Pashto especially over the phone
- Creative problem-solving skills
- Background in working with immigrant and refugee communities (preferred)
- Ability to clearly communicate to clients what information is needed, in detail, before the phone call

**Details and How to Apply**

$18/hour ($7,650 total)

This position is *in-person*, with some remote options

Interested Applicants - Please send resume and letter of interest to [al@syriancommunitynetwork.org](mailto:al@syriancommunitynetwork.org), and Cc [august@syriancommunitynetwork.org](mailto:august@syriancommunitynetwork.org) and [cristina@syriancommunitynetwork.org](mailto:cristina@syriancommunitynetwork.org)