



Community Refugee & Immigration Services

Job Title: Cultural Orientation Intern

Program: Resettlement

Reports to: Resettlement
Education Specialist

Location: CRIS Office

Type of Position:

- Full-time
- Part-time
- Temporary
- Intern/Volunteer

Hours/week:

- 40 hours
- 30 hours
- 20 hours
- Other: 10-15 hrs/wk

**Background Check
Required:**

- Yes
- No

Assist with programming for Cultural Orientation classes (post-arrival education programs designed for refugees resettling in the United States). Cultural Orientations help refugees acquire the knowledge and skills needed to adapt to their new lives and thrive in their new communities.

Essential Job Functions:

- Assist in delivering Cultural Orientation curriculum (one-on-one and in small group classes, with the assistance of an interpreter).
- Conduct assessment quizzes after orientation, over the phone with an interpreter.
- Complete casenotes and submit documentation.
- Assist in planning logistics for Cultural Orientation sessions, including working remotely, contacting clients to schedule CO, and assisting with technology needs.

Experience and Skill Requirements:

- Skilled in interpersonal and intercultural communication
- Strong organizational and time management skills, willing to work remotely
- Ability to maintain high performance standards with attention to detail
- Highly skilled with MS Word, Excel, internet, email and database management systems
- Excellent verbal and written English language skills
- Willingness to travel throughout central Ohio
- Willingness to undergo required background check

Work Experience and Education Preferences:

- Bachelor's Degree or student working towards Bachelor's or advanced degree
- Experience or demonstrated interest working with refugees and immigrants
- Experience or demonstrated interest in teaching/tutoring