



Community Refugee & Immigration Services

Job Description: Pre-Arrival Intern

Program: Resettlement

Reports to: Arrival Specialist

Location: CRIS Office

Type of Position:

- Full Time
- Part Time
- Temporary
- Internship

Hours/Week:

- 40 hours
- 30 hours
- 20 Hours
- Other (15-20 hours)

Background Check Required?

- Yes
- No

Ensure that every refugee arrival has basic household items and furniture, to oversee the donation rooms and dispersal of donations, and to manage partnerships related to household donations.

Essential Job Functions:

- Coordinate pre-arrival preparations for refugees, ensuring all new arrivals have furniture and a welcome kit of essential items
- Oversee the gathering of welcome kit items and the delivery of material items to clients' residence
- Receive and enter related information into Donation Database (NEON) and Calendar
- Assist with Furniture Bank of Central Ohio (FBCO) appointments and/or deliveries of donated furniture from community members
- Maintain proper case notes to document case preparations and services provided
- Manage partnerships with donor organizations

Experience and Skill Requirements:

- Skilled in interpersonal and intercultural communication
- Strong organizational and time management skills
- Experienced working with diverse populations
- Highly skilled with MS Word, Excel, the internet, email and database management systems
- Excellent verbal and written English language skills
- Ability to maintain high performance standards with attention to detail
- Willingness to travel frequently throughout Central Ohio

Work Experience and Education Preferences:

- Bachelor's degree or student working towards bachelors or advanced degree Experience working with refugees and immigrants Experience

working with resource development and service provision

- Experience working with refugees and immigrants
- Comfort lifting and carrying boxes and some furniture items