



Community Refugee & Immigration Services

Job Description: Resettlement Intern

Program: Resettlement	Reports to: Resettlement Program Manager	Location: CRIS Office
Type of Position: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Internship	Hours/Week: <input type="checkbox"/> 40 hours <input type="checkbox"/> 30 hours <input type="checkbox"/> 20 Hours <input checked="" type="checkbox"/> Other (10-15 hours)	Background Check Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Prepare electronic and physical case files for all upcoming refugee arrivals, and assist the Resettlement Program with other administrative tasks as needed. This position requires at least part-time in-person attendance at our office.

Essential Job Functions:

- Set up electronic case files by transferring information from an external database to internal database on Google Sheets
- Prepare physical case files by printing and compiling documents from several databases and folders
- Input case notes detailing client biographical and travel information

Experience and Skill Requirements:

- Very high-level attention to detail
- Ability to transfer data with high level of accuracy
- Highly skilled with the Google Suite, especially Google Sheets, and the internet
- Strong organizational and time management skills
- Excellent verbal and written English language skills
- Adjust easily to changes in procedure

Work Experience and Education Preferences:

- Bachelor's degree or students working towards Bachelor's or advanced degree
- Experience with data management
- Experience preparing high-volume of physical materials

