## Community Refugee & Immigration Services

**Job Title:** Pre-Arrival Intern

<table>
<thead>
<tr>
<th>Program: Resettlement</th>
<th>Reports to: Resource Developer</th>
<th>Location: 1925 E Dublin Granville Road, Columbus, OH 43229</th>
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**Type of Position:**
- [ ] Full-time
- [ ] Part-time
- [ ] Temporary
- [x] Intern/Volunteer

**Hours/week:**
- [x] 40 hours
- [ ] 30 hours
- [ ] 20 hours
- [ ] Other: **Min 35 hrs/week**

**Background Check Required:**
- [x] Yes
- [ ] No

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**Objective:**
To 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 Google Drive database and/or calendar
- Assess needs of arriving cases according to their bio-data forms
- Schedule Furniture Bank of Central Ohio (FBCO) appointments, attend the appointments, and coordinate the delivery of furniture to clients’ residence
- Streamline pre-arrival services to ensure compliance with the program’s cooperative agreement
- Maintain proper case notes to document case preparations and services provided
- Manage partnerships with donor organizations

**Work 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
- Willingness to undergo required background check

**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