



New Opportunity: HIAS PA Refugee Fellowship **HIAS PA Refugee Resettlement Program**

Start Date: ASAP

Supervisor: Refugee Resettlement Program Manager

HIAS Pennsylvania is thrilled to announce the inaugural HIAS Pennsylvania Refugee Fellowship, designed to build capacity and skill among those who are considering careers working with refugees and immigrants. Through this brand new program, HIAS Pennsylvania will support an energetic, compassionate, and detail-oriented person to work hands-on in our refugee resettlement program. In addition, the Fellowship offers structured learning around a series of topics relevant to refugee and immigrant issues. This is a 10-month paid position with benefits.

Background: Based on the tradition of “welcoming the stranger,” HIAS Pennsylvania provides legal and supportive services to immigrants, refugees and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania advocates for just and inclusive public policies and practices.

Refugee resettlement is a humanitarian program designed to assist those who have been persecuted due to their race, religion, nationality, membership in a social group or political opinion, displaced from their home countries, and selected to come to the US through our federal US Resettlement program.

Position Description:

The overall goal of the US Refugee Resettlement program is to help vulnerable clients become self-sufficient in their new communities by providing basic material needs and a core group of services for a refugee’s first three months in the US. The Refugee Fellow’s day to day work will include support with housing, public benefits, ESL classes, job programs, school enrollment, household budgets, appointment accompaniment on public transit, banking and bills, medical care, referral for basic legal processes, and cultural orientations. Fellows will also support the critical documentation of program services, including case notes and case files.

In addition, through monthly trainings, the HIAS PA Refugee Fellow will gain exposure to rotating topics relevant to the US Refugee and Immigration programs, including the operation of the US Refugee Admissions Program, refugee and immigrant social services, social determinants of health, immigrant education, refugee and immigrant law, grant writing and reporting, individual and policy advocacy, and cross-agency collaborations. Specific topics within the agency’s areas of expertise can be tailored to the Fellow’s areas of interest.

Through supporting case managers with intensive hands-on work with the resettlement program, alongside structured learning opportunities, the HIAS PA Refugee Fellow will be uniquely positioned to pursue future careers in social service, public health, public policy, or law.



Requirements:

- Bachelor's Degree encouraged. Genuine interest in social work, human services, public health, counseling, sociology, urban studies, international relations, or other related field required.
- Some direct service experience with vulnerable and/or multi-cultural populations helpful.
- Enthusiasm, persistence, and positive energy; compassion and patience.
- Outstanding attention to detail. Excellent organizational and time management skills.
- Ability to exercise sound judgment in decision-making.
- Language skills beyond English helpful, especially Ukrainian, Russian, Dari/Farsi, Pashto, Urdu, Swahili, or French.
- Comfortable using public transportation and a valid driver's license.
- This position requires a flexible schedule. Fellows can expect regular early morning and/or evening hours.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against any on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. Salary is commensurate with experience. Excellent benefits, including 403(b) with a match, health insurance, disability insurance, life insurance and generous holidays/vacation policy.

To apply, please send cover letter and resume in pdf format ASAP to Yvonne Leung, yleung@hiaspa.org. Position will be open until filled. No phone calls please.