



## Young Adult Mentoring Program Intern

### Mission & Organization Overview

Based on the value of “welcoming the stranger,” HIAS Pennsylvania provides legal, resettlement 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.

### Internship Description

**Title:** Young Adult Mentoring Program Intern

**Supervisor:** High School and Post-Secondary Lead Instructor (Michelle Ferguson)

**Hours:** 15-20 hours per week. There is a lot of flexibility in scheduling; an intern in this position could work 2-3 full days each week, or a few hours each day based on what works best for their schedule. Seeking a commitment from September - December 2022 with an option to renew for January - June 2023.

**Pay:** Unpaid but we can coordinate with for-credit professional/university program requirements. We will also cover transportation costs for any in-person events or activities.

**General Description:** The Young Adult Mentoring Program Intern will coordinate with the High School and Post-Secondary Lead Instructor and other members of the education program staff to support planning and implementation of the HIAS PA’s 2022-2023 Young Adult Mentoring Program for high school students and young adults. In this program, immigrant and refugee students are paired with a mentor for the entirety of the school year and to learn about college in the US, careers, getting involved in their communities, and goal-setting and other skills. *The 2022-2023 school year will be a hybrid of virtual and in-person work. While not required, it is encouraged that the Young Adult Mentoring Program Intern work in person 1-2 days/week.*

### Summary of Responsibilities

**Responsibilities and tasks will be tailored to the individual’s strengths and interests, but might include:**

- Communicate with volunteer mentors to check in on student progress. This includes reviewing mentor session notes on a weekly basis and updating the High School and Post-Secondary Lead Instructor as needed on student updates.
- Assist volunteer mentors with their clearances and troubleshoot issues.
- Maintain student attendance records based on mentor session notes.
- Communicate with students, including sending reminder texts for upcoming events and deadlines, as well as supporting the High School and Post-Secondary Lead Instructor troubleshoot any issues that arise.
- Call prospective students to register and enroll them in the program.
- Maintain HIAS PA resources, including Adult ESL and GED class provider guides.
- Occasionally plan lessons with the High School and Post-Secondary Lead Instructor as capacity allows and as needed.
- As needed, troubleshoot technological access issues with students.



### **Qualifications & Requirements**

#### **Applicants should have:**

- Some experience working with English learners.
- An interest in working with high school-age English Learners specifically.
- Experience in supporting others through the college application process preferred.
- A commitment to social justice and an interest in working with diverse communities.
- Flexibility and adaptability in a fast-paced environment.
- Ability to work independently and as a member of a team.
- Excellent verbal and written communication skills in English required.
- Excellent organizational skills and time management skills required.
- Strong computer skills, including Microsoft Office and Google applications.
- Strong data management skills, with accuracy in data entry.
- Ability to exercise sound judgment in decision making practices.
- Willingness to and comfortability with travel on public transportation throughout the City
- Though not required, preference will be given to applicants who speak Arabic, Spanish, Ukrainian, Dari, Pashto, or Russian.
- Cultural appreciation and sensitivity is crucial for this role, as it involves working with newly arrived refugees from various countries around the world. Flexibility is also important, as this work can often involve last-minute changes.
- Current (within one year) PA Criminal Background check, PA Child Abuse Clearance and FBI Fingerprint Check

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.

**Qualified candidates should send a cover letter and resume to High School and Post-Secondary Lead Instructor Michelle Ferguson at [mferguson@hiaspa.org](mailto:mferguson@hiaspa.org).**