



Job Title: Young Adult Mentoring Program Coordination Intern

Supervisor: High School and Post-Secondary Lead Instructor

Program: Education

Status: Part-time, 10-25 hours/week, for Fall 2023, Spring 2024, or both fall and spring semesters of the 2023-2024 school year. The internship is unpaid but we can coordinate with for-credit professional or university programs and we provide transportation for in-person activities and programming.

Location: Hybrid, multiple sites

Mission: HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through Immigrant legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

General Description: The Young Adult Mentoring Program Intern supports HIAS PA's Young Adult Mentoring post-secondary advising program. Our Young Adult Mentoring (YAM) Program provides postsecondary advising to refugee and immigrant high school students, first year college students, and students ages 16-24 who are not currently enrolled in school. Within the YAM Program, the YAM Program Intern provides general administrative support, including with student registration calls, student files and attendance records, and volunteer data. The YAM Program Intern will communicate with students and their parents to inform them of updates to the program or to check in as needed. The YAM Intern will also have the opportunity to directly support the program on-site after school as they have time.

The start date of the position is set for Monday, August 28, 2023. The end date of the position is Friday, December 15, 2023 for a Fall 2023 Internship. For a full school year internship, the end date of the position is Friday, May 17, 2023. The YAM Program Intern will work in person at least one day/week, coordinated with the HS and Post-Secondary Lead Instructor.

Tasks/Responsibilities:

- Call students and their parents to enroll them in the Young Adult Mentoring Program.
- Maintain accessible student and parent communication via Language Line and Talking Points.
- Maintain student and volunteer records including attendance, participation, feedback surveys, and clearances.
- Assist the HSPSLI with lesson planning and curriculum development as needed



- Attend webinars and other professional development opportunities to learn about the college advising and post-secondary planning practice.
- Provide support on-site during programming as needed.
- In conjunction with other Youth Education interns, support and coordinate additional short-term projects, including organization of Youth Education supplies, management of Youth Education systems, resource development, etc, as assigned.

Qualifications:

- Strong administrative skills; administrative work experience a plus
- Interest or experience in working with learners in an Education, mentoring, or college preparation environment
- Experience working with people from a variety of cultural and linguistic backgrounds
- Excellent written and verbal communication skills. Ability to communicate effectively through a third party interpreter
- Proficiency in MS Office and Google Drive
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multitask
- High School degree or equivalent
- Enthusiasm, persistence, and positive energy, compassion, and patience
- Willingness to travel to Northeast and South Philadelphia as needed
- Current PA Criminal Background check, PA Child Abuse Clearance and FBI Fingerprint Check.

Other Information:

HIAS PA is currently working on a hybrid model. HIAS Pennsylvania requires all staff be fully vaccinated against COVID-19 with the exception of those who have medical or religious beliefs exemptions.

How to Apply

HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, marital, veteran or disability status, political affiliation, or beliefs. We believe that diversity enriches our organization and helps us to fulfill our mission. All qualified applicants, including those who represent minority and marginalized groups, are strongly encouraged to apply.

To apply, please send a cover letter and resume via email to the HIAS PA Education Program Manager, Michelle Ferguson, at mferguson@hiaspa.org.