



**Job Title:** Youth Education Intern

**Supervisor:** Youth Education Case Manager and PreK-8 Program Coordinator (Parisa Khoshnood)

**Program:** Education

**Status:** 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

**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 Youth Education Intern supports HIAS PA's youth education programming and program coordination for newcomer refugee children. Within youth education, the Youth Education Intern provides general administrative support, case aide support, assistance with school enrollment, youth education summer programming support, and other tasks as needed. The Youth Education Summer Intern will work most directly with the Youth Education Case Manager and PreK-8 Program Coordinator, Parisa Khoshnood, but will also work alongside the Education Case Aide and High School and Post-Secondary Lead Instructor, as well as the other Youth Education team interns and staff.

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, 2024. The YAM Program Intern will work in person at least one day/week, coordinated with the Youth Education Case Manager and PreK-8 Program Coordinator.

**Tasks/Responsibilities:**

- Support school enrollment process for newly arrived school-age refugee students by gathering documents and conducting school enrollments over the phone with students and families.
- Communicate with families and Youth Education staff to support family educational needs.
- Assist with PreK-8 summer program as needed, including ordering and organizing summer program supplies, program setup at the site prior to the start of the program,



support on-site as needed, and other support for PreK-8 Program Coordinator and Program Assistants as needed.

- Assist with Young Adult Mentoring summer program as needed, including ordering and organizing summer program supplies, as well as workshop set up and on-site support as needed.
- Support the planning and implementation of large group events for students in the Youth Education programs, such as workshops and other field trips.
- 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 in working with learners in an Education environment
- 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](mailto:mferguson@hiaspa.org).**