



Refugee Savings Program Internship

Job Title: Refugee Savings Program Intern
Commitment: At least 3 months; available at least 10 hours per week; hybrid
Application Process: Please send a cover letter and resume in PDF format to Isabelle Schechter, Asset Building and Savings Program Coordinator, at ischechter@hiaspa.org

Mission:

HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration 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 HIAS Pennsylvania Refugee Savings Program Intern will play a critical role with our Refugee Individual Development Account Program, which provides newly arrived immigrants with financial literacy and helps refugees save for four types of valuable purchases: vehicles, education, small businesses, and homes. The Refugee Individual Development Account (IDA) Program represents an anti-poverty strategy built on asset accumulation for low-income refugee individuals and families with the goal of promoting refugee economic independence and self-sufficiency. The internship is a flexible position that supports immigrant clients through outreach, intake, and technical assistance for the program.

The Refugee Savings Program Intern Intern will have the opportunity to develop knowledge and skills in cross-cultural communication and trauma-informed service provision.

This internship is unpaid, but a transportation stipend will be provided for work that is performed outside the HIAS PA office.

Responsibilities:

- Conduct outreach, recruitment, eligibility screening, and intake for program enrollees.
- Support clients in activities aimed at achieving financial goals which may include accompanying clients to open savings accounts and learn about the banking system

- Assist clients with their digital literacy and how to navigate online financial literacy courses.
- Meeting and calling clients to conduct monthly check-ins, provide technical assistance, and collect needed data.
- Support the Asset Building and Savings Program Coordinator by scheduling appointments for program enrollments and check-ins.
- Maintain detailed case notes and records of services provided
- Other duties as assigned by the Employment Program Manager and the Asset Building and Savings Program Coordinator.

Requirements:

- Some direct service experience with vulnerable and/or multicultural populations is helpful.
- Enthusiasm, persistence, and positive energy; compassion and patience.
- Comfort using public transportation.
- Language skills beyond English are preferred but not required, especially Spanish, Arabic, Dari/Farsi, Pashto, Burmese, Ukrainian, Russian, Swahili, or French.
- Flexibility to assist clients with occasional early morning, evening, or weekend activities.