Refugee Processing Intern

The International Rescue Committee of Baltimore is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with legally admitted refugees to assist them in rebuilding lives and reuniting families in the greater Baltimore area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including basic necessities, education, employment, social services and advocacy.

IRC Baltimore’s Resettlement Services Department provides its clients with assistance in filing affidavits and petitions, which will allow recently arrived refugees and newly approved asylees to be reunited with close family members in the United States. The intern will work with case managers to assist IRC’s clients with filing various forms and will serve as the contact person for families to check on the status of their applications.

Responsibilities:

• Work with the Resettlement Services department to assist clients in filing Affidavits of Relationship, and Placement Applications for refugees’ relatives still abroad.
• Track processed applications and monitor reports from overseas processing posts and IRC Headquarters;
• Act as contact for anchor relatives regarding the status of their petitions;
• Assist in the development of outreach efforts and efficient office systems to process requests;
• Help maintain the filing system for petitions filed with IRC Baltimore.

Requirements:

• Excellent communication and writing skills;
• Attention to detail and procedure;
• Ability to work independently and take initiative;
• Work or volunteer experience with foreign populations, especially African, Asian or Middle and Near East;
• Knowledge of one or two foreign languages such as Russian, Arabic, Farsi, or French;
• Computer literacy, preferably with PC systems;
• Knowledge of refugee processing and admission criteria beneficial, but not required

Internships of 15 hours per week are preferable. Hours are flexible, but we prefer someone who can work between the hours of 9am and 5pm.

For more information please contact Emily Schrepf at:
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Baltimore Resettlement Center
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To learn more IRC Baltimore, please visit www.theIRC.org/Baltimore