

Program: Citizenship Education Program

Title: Citizenship Education and Community Outreach Intern

About CWS Greensboro:

Church World Service (CWS) Greensboro Refugee and Immigration Program opened its doors in early 2009. CWS offers basic needs assistance, case management, education, and employment services to refugees coming through the US Refugee Resettlement Program. CWS also provides legal and educational services for legal permanent residents who are eligible for US citizenship (refugees and immigrants who have had a valid “green card” for at least five years). These services help individuals apply for US Citizenship and prepare for the citizenship test and interview. Since beginning the program in 2011, CWS Greensboro has served over 1,000 refugees and immigrants in becoming US citizens.

Overview:

The Citizenship Education and Community Outreach intern will report directly to the Education Specialist, who heads the Citizenship Education Program (CEP). This position will offer support by assisting in various tasks to help maintain and expand the program in the Triad. The applicant must be able to commit to at least 10-15 hours a week for at least 3 months.

Duties and Responsibilities:

Specific duties may include, but are not limited to:

- Creating and distributing promotional material
- Meeting with community members to promote programming
- Enrolling students and creating student files
- Organizing and maintaining lesson plans
- Administering and scoring Best Literacy assessments
- Completing “interview preps” with students and legal clients who are preparing for their citizenship test and interview
- Completing mid-term evaluations with students
- Working with Education Specialist to build tutoring curriculum
- Assisting ESL/Civics teachers on-site
- Assisting with data management and reporting

Additional Opportunities:

- Learn about the naturalization process
- Learn about non-profit work, specifically funding and grant reporting
- Build relationships with community members and other service providers in the Triad
- Gain experience in data management and grant reporting
- Gain experience in a classroom setting and become familiar with the ESL/Civics course material

Requirements:

- Proficiency in Microsoft Word, Excel, PowerPoint, and Publisher
- Proficiency in Google applications
- Well organized, self-motivated, and reliable
- Excellent verbal and written communication skills
- Ability to work as part of a team *and* independently
- Must have a vehicle and valid driver’s license

Additional Qualifications:

These qualifications are not required, but are beneficial:

- ESL and/or teaching experience
- Experience working with refugees/immigrants
- Experience with local service providers
- Community outreach experience

For additional information visit these websites:

- www.cwsglobal.org
- www.uscis.gov/us-citizenship/citizenship-through-naturalization

Please submit a cover letter and your resume to hche@cwsglobal.org. Please include availability.

NEW YORK • NAIROBI • BANGKOK • BELGRADE • BUENOS AIRES