

Program: Citizenship Program

Title: Citizenship Community Outreach and Development 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 Community Outreach and Development intern will report directly to the Education Specialist, whom 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 position includes meeting with community partners, attending events, and distributing flyers and other promotional materials. The applicant must be able to commit to at least 20 hours a week (may include some weekends) for at least 6 months.

Duties and Responsibilities:

Specific duties may include, but are not limited to:

- Building and maintaining relationships with service providers and community members
- Creating and distributing promotional material
- Attending and tabling local events
- Participating in community engagement and educational events
- Communicating with local media to advertise for programming
- Developing additional outlets for outreach and program expansion
- Managing social media for citizenship outreach

Additional Opportunities:

- Learn about the naturalization process
- Learn about non-profit work, specifically program development
- Build relationships with community members and other service providers in the Triad
- Develop outreach and advertising skills

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
- Experience with social media platforms
- Must have a vehicle and valid driver’s license

Additional Qualifications:

These qualifications are not required, but are beneficial:

- 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 moodie@cwsglobal.org. Please include availability.

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