

IRIS Internship Opportunities

Please note the following:

- All IRIS internships are UNPAID
- Internships run for a minimum of 3 months or one semester to 6 months or one year
- Applicants must have completed high school or have a GED to apply unless they have an outstanding circumstance
- Internships will be a mix of remote and in-person, depending on circumstance.
- Speakers of these languages are strongly encouraged to apply: Amharic, Arabic, Dari, Farsi, Kinyarwanda, Pashto, Swahili, or Tigrinya

Steps to becoming an intern:

- Applicants should complete an [IRIS intern application](#) Submitting this will send a copy of your application to the email address provided. Please forward your application, along with a copy of your resume, to the Volunteer Programs Specialist (volunteer@irisct.org).
- If selected, applicants will be contacted for an interview
- All interns will complete a background check and orientation training before beginning their role

Click on an internship position below to find out more. If you apply to a particular position and it is on hold or not currently unavailable, we will circle back to discuss other options.

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Case Management

Subsidized Housing Application Specialist

- ❖ Hours per week needed: 6-12
- ❖ Minimum time commitment: 3 months
- ❖ Days/times preferred: Weekdays, but not Monday before 12 pm or Fridays
- ❖ Duties: Become familiar with New Haven area opportunities to apply for below-market-rent housing, by reading available materials and making personal contact with selected housing complexes or programs. Contact current and former IRIS clients who may qualify for those opportunities, and assist with applications for those who are interested. Follow up to make sure that applications are complete and accepted for waiting lists. Keep records containing contact information for each place to which a person or family sent an application, so that future changes of address can be reported to each place.
- ❖ Qualities needed: Must be detail-oriented and well-organized. Must be able to relate well to clients (of diverse cultures, languages, and education levels) and to staff of housing programs. Ability to communicate in one or more languages in addition to English (especially Pashto, Arabic, Farsi/Dari, Swahili, French, or Spanish) is a plus, but not required. Must not be discouraged by long waiting lists and lack of immediate success, but think of this work as planting seeds that will one day sprout and blossom into long-awaited housing opportunities.

Energy Assistance Coordinator

- ❖ Hours per week needed: 12-20 hours
- ❖ Commitment: September through April
- ❖ Days/times preferred: Flexible, but including at least one large chunk of time per week
- ❖ Supervisor: Linda Bronstein, Senior Case Manager
- ❖ Duties: Assisting clients in preparing applications for the Energy Assistance Program, which can help them afford heating bills for a cold New England winter. Communicating with the

designated person at Community Action Agency regarding appointments and follow-up issues. Accompanying clients to Community Action Agency to submit the applications, helping to resolve last-minute questions. Assisting clients in notifying utility companies of their Energy Assistance award, and in establishing and understanding budget billing arrangements with utility companies

❖ Requirements: Attention to detail, and ability to stay on top of multiple applications in process. Willingness to drive clients to appointments, or to ride the bus with them. Tolerance for the requirements of a federal bureaucracy (sense of humor helps!) Near-fluency in another language (such as Pashto, Swahili, Arabic, French, or Spanish) is a plus, but is not required.

Health Department

Health Department Intern

- ❖ Hours per week needed: 10-40 hours per week
- ❖ How many interns per semester: 2-3 people.
- ❖ Commitment: 3-month minimum
- ❖ Days/times preferred: Flexible (Preferred Mondays morning, Wednesdays, and Fridays backup for adult and Pediatric refugee clinic)
- ❖ Duties: Schedule and inform clients of their medical appointments. Follow up on referrals to specialists and other appointments as necessary. Secure and coordinate transportations to medical appointments and help clients find ways to get to their appointments independently. Attend virtual Pediatric Refugee Clinic and Adult Refugee Clinic. Ensure that proper language interpretation and translation are provided as needed for meetings with clients. Instruct clients on how to fill prescriptions at a pharmacy, including requesting refills. Refer high medical need clients to the Yale Patient Navigator program. Resolve billing issues with collection agencies via phone. Monitor progress of client's health and maintain regular contact with health care providers. Provide additional community and cultural orientation (in addition to what was provided during

R&P period), as needed. Maintain case files, case notes and required documentation for each case. Other related tasks as assigned by the Health Coordinator and Health & Wellness Manager.

❖ **Requirements:** Must have strong interpersonal and communication skills and be comfortable meeting and assisting refugee and immigrant clients on your own. Most communications are conducted with the help of an interpreter. Must be able to interact and advocate on behalf of clients with medical professionals.

❖ **Reports to Health Coordinator.**

Housing & Donations

Food Pantry Intern

❖ Commitment: 3 month minimum

❖ Hours per week needed: 8 hours per week (this internship can be combined with another internship or volunteer role)

❖ **Pantry Organizing:** Tuesdays from 9:30 am - 2:00 pm

❖ **Food distribution:** Wednesdays from 8:00 am - 11:30 am

❖ **Cleanup:** Tuesday and Wednesday afternoon, flexible

❖ Duties: Pantry stocking and packing: Free up our housing and donations coordinator for a couple valuable hours each week by being the “head volunteer,” leading a small volunteer team to unload, unpack, and organize around 6,000-8,000 lbs of food in our food pantry. We prepare roughly 200 bags of food prior to Wednesday's pantry after the shelves have been stocked. Ability to lift 20-35 lbs is helpful but not required. Good eye for spatial organization and passion for food justice and emergency food assistance is helpful!

Food distribution: Assist in manning our food pantry each week to distribute 6,000-8,000 lbs of food to roughly 200 immigrant families. Welcome and register families at the front door, socialize with families while they are waiting in line, and ensure that food is fairly and appropriately distributed. *Fluency in Spanish is a huge plus and is preferred.

Another component during the pantry is packing an additional 200 bags with refrigerated items. Ideally 4-5 volunteers working together packing bags from 8-11 on Wednesday's. Additionally, we deliver to about 80 families every Wednesday. Interns may be asked to help make deliveries if needed.

- ❖ Requirements: Must be reliable and available on food pantry days.

Housing & Donations Intern

- ❖ Commitment: 3 month minimum
- ❖ Hours per week needed: 12--15
- ❖ Days/times preferred: Flexible
- ❖ Duties: Assist with preparing apartment set-ups for upcoming refugee arrivals. Ensure that each newly arrived refugee has received everything from the R&P (Reception and Placement) housing checklist. Work with H&D coordinators to properly fill out R&P Home Supply/Home Safety checklists for each newly arrived household. Occasionally accompany H&D coordinators to pick up donations around the community. Accept, process and organize donated household goods. Maintain a well organized donations storage space. Additional assistance with the food pantry as needed.
- ❖ Requirements: Ability to lift 25 lbs with ease alone and more with a partner. Access to a car and willingness to transport volunteers/items to housing set-ups is a plus. Interns also help to receive and sort incoming donations to maintain an organized storage warehouse.

Employment

Employment Services Intern

- ❖ Commitment: 3 month minimum, 4 months preferred
- ❖ Hours per week needed: 15-20 hours

- ❖ Days/times preferred: Tuesday - Thursday, mid/late morning to end of day
- ❖ Duties: The work may include but is not limited to: developing skills assessments, resume building, assisting refugees with online applications, and interviews. Interns log case notes and maintain employment databases. Helping a client find and secure their first job, or a job upgrade, allows refugees the opportunity to become financially independent, find fulfillment with their skill sets, and build upon their goals and dreams. The ability to build trusting, productive relationships with refugees is a key skill.
- ❖ Requirements: A driver with a car willing to drive clients is strongly preferred. Experience with cross-cultural communication, anti-oppressive practices, and language skills in one of our clients' languages (listed at the top of this document) is also desired.

Development and Human Resources

Development

- ❖ Hours per week needed: 10-15 ❖ Commitment: 3 months minimum ❖ Days/times preferred: Flexible (The IRIS work week is M-F 9am-5pm)
- ❖ Duties: Assist the Community Engagement staff with a variety of tasks, including: research projects to identify potential donors and grant opportunities; participating in event planning including fundraising dinners and the annual IRIS Run for Refugees in February; thank you note processing and filing; and additional activities.
- ❖ Requirements: Must be detail-oriented, well-organized, and familiar with manipulating spreadsheets.

Data Collection & Impact Analysis

- ❖ Commitment: 3 month minimum
- ❖ Hours per week required: 5-10
- ❖ Duties: Work with the Grants & Donor Relations Manager to understand and plan for

upcoming donor reporting requirements Meet with key program staff on a regular basis understand what new program data is being produced and collected (e.g. program attendance records, English language test scores, etc.) Review data produced by program teams, ensuring quality and completeness Record additional data needed by foundations and private donors Reporting & analysis duties (2-3 hours per week): Work with the Grants & Donor Relations Manager to generate narrative text from the data collected to be included in donor reporting as needed. Support the Senior Advisor for Strategy & Impact to aggregate data and develop key insights and take-aways from the data collected. Template development (as needed). In collaboration with Grants & Donor Relations Manager, refine templates and forms for data collection.

Skill sets required: Fluency with MS Excel, Google Sheets, and MS Word. Use of other database software and programs ideal. Strong writing and communications skills. Ability to liaise effectively with a broad range of staff and volunteers.

Community Co-Sponsorship Program

❖ Commitment: 3 month minimum

❖ Hours per week required: 15-20

❖ Days/times preferred: Mondays through Thursdays, flexible

❖ Duties: Community Co-Sponsorship is a program that allows community groups such as civic associations, churches, mosques and synagogues to “sponsor” a refugee family in or near their own hometowns throughout Connecticut for the first six months to a year of their resettlement process. Some services are carried out by the co-sponsor and some are carried out by IRIS. The Community Co-Sponsorship Program Intern is responsible for assisting with carrying out recruitment activities; keeping track of recruitment lists; ensuring that program materials are well-written and current; completing case management paperwork including pre-arrival materials for co-sponsors, Department of Social Services forms, and Social Security forms; helping case managers to collect, file, and catalog required documentation for case files; setting up trainings for large co-sponsorship groups, including setting up classroom, preparing written and other materials; occasionally accompanying co-sponsor staff members to meetings and other visits to

co-sponsorship groups and families around Connecticut. This internship will also involve providing technical assistance to the Program Manager and other IRIS Staff in creating networking and topic-specific training for co-sponsors, as well as supporting preparation efforts for national co-sponsorship program promotion through IRIS's national and international partners.

❖ Requirements: Should be able to provide own transportation to various cities in Connecticut by train, bus, or personal car; excellent communication skills; proficiency in MS Office Suite and in GoogleDocs; web skills such as ability to update web content on a simple website interface highly preferred; ability to work independently on a set of tasks.

Communications

❖ Commitment: 3 month minimum

❖ Hours per week required: 10-20

❖ Days/times preferred: Mondays through Thursdays, flexible scheduling

❖ Duties: Assist the Community Engagement staff with a variety of tasks including but not limited to pursuing local, state-wide, and national media opportunities (newspapers, tv, radio); writing press releases; developing promotion strategies; maintaining social media presence and tracking analytics; helping craft language for email newsletters; tracking media hits and developing and maintaining a comprehensive media lists; and creating infographics and charts to highlight our research and analysis.

❖ Requirements: Excellent writing, research, and communication skills. Ability to work independently. Must be detail-oriented and well-organized.

Volunteer Coordination

❖ Commitment: 3 month minimum

❖ Hours per week needed: 10-20

❖ Days/times preferred: 3 days a week, flexible scheduling

- ❖ Duties: Help IRIS select and train a team of qualified, dedicated volunteers and interns to serve refugees and staff. Assist intern and volunteer applicants through the process from initial contact to their first day of service and beyond, including: responding in a timely manner to all volunteer and intern applicants and capturing their information on master spreadsheet; scheduling intern and volunteer interviews and assisting in the interview; completing reference checks and securing background checks; scheduling, attending and assisting in orientations; sending follow-up emails and materials; updating intern/volunteer schedules and contact lists; and supporting existing volunteers and interns with relevant training and development workshops. Update volunteer and intern manual and training documentation.
- ❖ Requirements: Must be able to work independently. Excellent communication, organization, attention to detail, computer skills, cross-cultural experience, and a commitment to social justice required. Experience in cultural sensitivity education and anti-oppressive intergroup facilitation is a plus. Experience using Google Suite (Docs, Sheets, Forms, etc.) required.

Education

IRIS After School Curriculum Development Intern

- ❖ Number of positions available: 1-3
- ❖ English level required: intermediate to fluent
- ❖ Hours per week needed: 5-15
- ❖ Days/times preferred: Flexible
- ❖ Commitment: Fall semester (please note that we are only sure we will be remote for the first month of the program, and while we hope to transition to a hybrid model, imagine that we will retain some remote elements throughout the year. But there are uncertainties)
- ❖ Duties: This year, IRIS After School will start remote (and may remain remote for a long time). Each week, we will structure our lessons around a theme, and deliver a bag of materials to each student containing activities--books, instruments, worksheets, art supplies--that we will use in our daily zoom lessons for the following week. As our curriculum development intern, you'll

have the exciting and challenging opportunity to work with the IRIS After School Program Managers to develop lessons and materials and help put together the content of each week's bag. Together, we'll be working hard to figure out how to implement effective, engaging, and creative remote learning.

- ❖ Requirements: Creativity, flexibility, and organization! Interest in education is required, and experience in it is a plus, as is being located in New Haven and able to help with the preparation and/or delivery of the physical materials (but it's not required).

Education Services

- ❖ Commitment: Full semester/4 month minimum
- ❖ Hours per week needed: minimum of 15
- ❖ Days/times preferred: Flexible, Mondays through Fridays
- ❖ Duties: Help register students for school and conduct follow up meetings with refugee students and their families. Facilitate bus orientations for newly-registered students and their families. Help to facilitate communication between schools, parents, and IRIS.
- ❖ Requirements: Cross-cultural experience volunteer or work experience with youth. A driver with a car, willing to transport clients, is required.

In-School Tutor and Student Support

- ❖ Commitment: Full semester/4 month minimum
- ❖ Hours per week needed: Minimum of 15
- ❖ Days/times preferred: Flexible, Mondays through Fridays
- ❖ Duties: In school tutors provide academic support to students in grades K-12 in the New Haven Public Schools system. Tutors work with students inside and outside the classroom, individually and in small groups. Tutors work directly with educators, school staff, and IRIS staff to coordinate schedules and to help facilitate positive educational outcomes for students. In school tutors also work to bridge communication among schools, families and IRIS in regard to

student needs and opportunities for growth. With feedback and guidance from the various stakeholders, the in school tutor will help connect individual students to extracurricular opportunities and support.

- ❖ Requirements: Cross-cultural experience and volunteer or work experience with youth. Strong communication skills necessary.

Higher Education and Youth Leadership Services

- ❖ Commitment: full semester/ 4 month minimum
- ❖ Hours per week needed: minimum of 15
- ❖ Days/times preferred: Flexible, Mondays through Fridays
- ❖ Duties: Become familiar with college and career preparation resources at local high schools with large client numbers. Encourage clients to take advantage of these resources or provide support if other resources are not available (personal statement editing, one-on-one college searches, scholarship applications, arranging campus tours, etc) Advise students on different kinds of campus cultures (commuter, live-on, large, small, public, private, liberal arts, research, etc.) Provide FAFSA completion and renewal support where necessary. Assist with the weekly planning and facilitation of the Youth Leadership Program. Provide program outreach and database maintenance.
- ❖ Requirements: Cross-cultural experience and volunteer or work experience with youth. Strong communication skills necessary.

Community Education Intern

- ❖ Hours per week needed: 10-15
- ❖ Days/times preferred: flexible
- ❖ Commitment: 6 month minimum
- ❖ Duties: Assist the Community Engagement staff with a variety of tasks including: anti-racist and anti-oppressive curriculum research and development; program data monitoring and tracking; and active mobilization in the community. Program management and workshop facilitation skills a

plus. Excellent interpersonal and cross-cultural communication skills required. Detail-oriented, a commitment to quality, and teamwork are essential.