

## INTERNSHIP REQUIREMENTS

- Bilingual preferred; command of any of the following languages: Spanish, Creole, Swahili, Arabic, Dari, Pashto, Russian, Ukrainian
- Must be 18 years of age or older
- Currently enrolled in an undergraduate program, graduate program or have recently completed a degree within the past year
- Must commit to a minimum of 10 -15 hours per week per term
- To allow for appropriate supervision and guidance, hours must be fulfilled during the week (Monday – Friday) and in an hours block that takes place during the regular business hours of 8a – 5p
- Term length varies (based on educational institution). Average term is 9 weeks
- Possess and maintain a valid driver's license and auto insurance
- Pass a Level II AHCA Background screening (LSS paid)
- Applicants with, but not limited to, the following academic backgrounds are welcome: social work, TESOL, international studies, non-profit management
- Cross-cultural experience preferred
- Working knowledge of computers/software such as MS Word, Excel, Outlook
- Must be able to communicate orally and in writing
- Assertive, completes projects independently with minimum guidance
- Ability to work with people from various cultural, religious and social backgrounds

## SAMPLE DUTIES OVER THE TERM

- Assist case managers in conducting client assessments and data entry
- Conduct file reviews to ensure compliance with grants
- Prepare client files for new arrivals and newly enrolled clients
- Set up apartments for new arrivals
- Receive and process donations
- Keep inventory housewares and furniture items
- Chaperone youth (ages 15+) on field trips
- Create and lead workshops available for refugee clients
- Provide interpretation and/or translation of materials relevant to program activities, plans or appointments (if applicable)
- Conduct community outreach
- Duties may be amended as required by internship agreement with educational institution



## Refugee Services Internship Program

**i** LSS was founded in 1979 as a hunger-relief agency.

We began serving refugees just one year later, in 1980, and have been doing so ever since.

We are the most robust refugee services provider in Northeast Florida, providing not only resettlement, but also employment, career laddering, case management, and youth mentoring and tutoring. All our programs foster social and economic self-sufficiency, while providing community integration services for our new neighbors.

Our diverse staff, many former refugees themselves, speak over 20 languages.

LSS Refugee Services' Interns are immersed in the field of refugee services.

They assist the in-house refugee programs with direct service and administrative support.

Internships are unpaid and are on-site at our offices: 4615 Philips Hwy Jacksonville FL 32207.

Credit hours or core requirements available upon review/approval of corresponding educational institution terms - prior to internship placement. LSS has contracts in place with UNF for Intern placements. An evaluation following completion of internship is provided.



### CURRENT TERM

- Mid-June – August 2024
- Open (6) Internship Slots:
- (1) – Refugee Health
- (2) – Cuban & Haitian Prog.
- (2) – Housing, Donations
- (1) – General Program Intern



### APPLICATION PROCESS

- Rolling Application deadline for each term. Review your school's deadline for course credit
- Submit cover letter and resume to: [jobs@lssjax.org](mailto:jobs@lssjax.org)
- Indicate term, Educational Institution, and area of interest