



**Refugee Programs Intern
Office of Refugee Programs
Department of Migration & Refugee Services**

Position Description:

The Refugee Program Intern will contribute to the mission of the United States Conference of Catholic Bishops by supporting its work of welcoming refugees to the United States. Primarily, the intern will assist in developing and strengthening the capacity of the Catholic Church to resettle refugees through targeted research and resource library development intended to increase and improve the resettlement network. Also supports the bishops' strategic plan for the Conference and demonstrates shared qualities of effectiveness in all work interactions.

Requirements:

Level of Study: At least 2 years of college/university

Major Field/Specialty: Emphasis in social work, international affairs or library sciences. Knowledge of refugee issues and US resettlement beneficial.

Other Specialized Training:

- Familiarity with Microsoft Office Product, e-mail systems and internet research
- Familiarity with Web site design and organization beneficial

Foreign Language Requirement: None

Type and Nature of Professional Experience (1-2 years; entry level or internship experience):

- Web based research
- Creation and organization of computer libraries desirable
- Excellent organizational and research skills
- Ability to work independently and under guided supervision