

# BI Brazos Interfaith IN Immigration Network

## Information, Referral, & Assistance (IRA) Internship (Unpaid)

The IRA Internship at BIIN is a great career builder for anyone that is passionate about helping immigrants and pursuing a career in law, program management, and social work. Upon completion, the intern can expect to acquire invaluable experience in research, nonprofit and case management.

### **Duties and Responsibilities:**

The IRA Intern is responsible for managing the heart of BIIN's organization, which includes coordinating all IRA activities. The IRA program assists local immigrants in finding solutions to their problems. It could be as simple as translating documents or as complex as navigating our legal system. Interns are not expected to know the answers to all of the questions presented but they must be able to research and help volunteers answer questions when needed.

### **Activities may include:**

- Open and close the office on Tuesdays and Thursdays from 5:30 pm - 8:30 pm.
- Follow up with potential new volunteers that the BIIN office has recruited.
- Keep volunteers engaged with work during IRA hours.
- Translate documents.
- Return all voice mails and calls.
- Coordinate the follow up on cases until they have been closed.
- Provide content for one story weekly about an IRA case for volunteers, board members, and donors leaving out names and information that can be traced back to a client.
- Enter accurate data in the database and write monthly board reports.
- Serve as liaison between the program and office identifying program needs and ways the organization can support the program and its volunteers.
- Collaborate with partner organizations to refer clients and update IRA resource manual.

### **Qualifications:**

- Enthusiasm for BIIN's mission.
- Desire to work with and support the immigrant community.
- Must be bilingual in both written and oral communication (Spanish).
- Self-directed, with an ability to independently identify the next steps and follow through.
- Ability to prioritize, multi-task and meet deadlines.
- Ability to commit to the entire internship period.
- Strong interpersonal skills.

**Start Date:** BIIN interns usually begin the second week of the semester.

**Time Commitment:** It is our hope that our interns experience as much of BIIN as they can, and truly become a part of our team. Therefore, we have created a program centered on a minimum of 100 hours allocated over the course of 10 weeks. However, BIIN allows interns to work additional weeks and hours if their program requires it or if they choose to be more involved.

**Compensation:** Though unpaid, the internship provides the opportunity to hone management and supervisory skills while making a tangible contribution in addressing the needs of the local immigrant community.

**Work Environment:** The intern will work in a small collaborative office environment.

**Academic credit:** BIIN has had interns work for three credit hours from the Sociology, Political Science, Hispanic Studies, and Philosophy departments' internship classes. BIIN is happy to work with interns to meet the requirements of their department's internship program.

**General Program Information:** BIIN's internship program is open to anyone who is interested in gaining experience managing programs.

**Goal:** Provide an educational opportunity involving hands-on activities while at the same time empowering the local immigrant community.

**Vision:** We view our interns foremost as learners who offer a valuable fresh perspective. We treat each intern as a professional team member and part of the BIIN family. Our staff is committed to the program, offering guidance, and appreciation for each intern's contribution.

### **To Apply**

For more information or questions on the general details of the internship program, contact Jaimi Washburn at [info@brazosimmigration.com](mailto:info@brazosimmigration.com). To apply for an internship position please send a resume and cover letter to [info@brazosimmigration.com](mailto:info@brazosimmigration.com) with the name of the internship you are applying for in the subject line.