

## Citizenship Class Internship (Unpaid)

The Citizenship Class Internship at BIIN is a great career builder for anyone interested in teaching, program management, volunteer management, and working with immigrants. Upon completion, the intern can expect to acquire invaluable experience in managing a nonprofit program.

### **Duties and Responsibilities:**

Citizenship Class Interns manage the program but are not responsible for creating lesson plans or teaching the class. Interns are responsible for communicating with teachers and Program coordinator all planned activities. They are also responsible for opening the office, setting up the classroom, and locking the office every Saturday. The intern's remaining hours will be spent working on special projects.

### **Activities may include:**

- Prepare the classroom for class activities and make copies if needed.
- Welcome students individually and take attendance.
- Manage the student database.
- Welcome and check-in volunteers and approve hours through the volunteer management system.
- Get to know the students and help them find answers to their questions.
- Call citizenship class students that have registered for classes and remind them of the class start date.
  - Stay in contact with students to log their citizenship process
- Unlock and set up each Saturday, and lock up at the end of the day.
- Conduct a brief volunteer orientation before each class.
- Assign volunteers to tasks.
- Prepare name badges for students and volunteers.
- Interview a minimum of one student per month.
- Write monthly board reports for the program.
- Provide accurate data collection for grant reporting and proposals.
- Serve as liaison between the program and office.

### **Qualifications:**

- Desire to work with and support the immigrant community.
- Must own a personal laptop computer.
- Ability to commit to the entire internship period.
- Strong interpersonal skills.

**Preferred skills but not required:**

- Proficiency with Google Docs, Google Sheets, Google Drive, and Google Slides.
- Bilingual (English/Spanish)

**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 12 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 the Director at [info@brazosimmigration.com](mailto:info@brazosimmigration.com) and or Program Coordinator at [Viviana@brazosimmigration.com](mailto:Viviana@brazosimmigration.com) To apply for an internship position please fill out the google form [BIIN Intern Application](#).