



A ministry of hospitality and visitation serving immigrants detained at Stewart Detention Center, their families, and friends.

EL REFUGIO 2018 SUMMER INTERN JOB DESCRIPTION

Mission: A ministry of hospitality and visitation serving immigrants detained at the Stewart Detention Center, their families, and friends.

Purpose: El Refugio hospitality house, one mile from Stewart Detention Center (SDC), offers welcome, support, love, and respect to families and friends of those in detention. We provide lodging, meals, affirmation, and companionship to all of our guests. We visit immigrants and asylum-seekers who have no one else to visit them. We also educate people about immigration detention and encourage them to advocate for a more just and humane immigration system.

Intern Position Summary

El Refugio's Intern will work with the Executive Director (ED) and board members to ensure the smooth functioning of our hospitality and visitation program. We seek a volunteer with a passion to serve immigrant families in crisis. This is an unpaid internship, and much of the work may be done remotely.

The main responsibilities of the summer intern will be: scheduling visitation groups and submitting required information to SDC; coordinating weekday lodging for families in transit to SDC; assisting the ED in the development and coordination of a rapid response post-release support program; and supporting the ED with other administrative tasks.

Qualifications:

- Dedicated to work and support immigrants directly affected by the US immigration detention system.
- Ability to use Microsoft Excel and Google Drive document/spreadsheets to maintain key information and schedules. Power point skills also desirable.
- Good written and oral communication skills - scheduling and communicating with our volunteer visitation groups, through email and telephone
- Ability to travel to Lumpkin, GA, at least twice during the course of the internship
- Ability to attend educational events at least twice during summer internship, and to assist El Refugio board members in preparing presentation materials for educational events.
- Spanish proficiency (fluency is not necessary, but some Spanish language ability is strongly preferred).
- Personal vehicle a plus for travel to Lumpkin and educational sessions

Main responsibilities

- Schedule visitation groups.
- Provide the dates available for visitation.
- Send introductory information to visitors.
- Create a list of visitors and submit it to SDC for approval.
- Create a list of detained individuals to visit each week.



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- Answer questions from visitation groups in preparation for visit
- Travel to Lumpkin at least twice to assist with visitation groups and visit with a person in immigration detention.
- Coordinate weekday lodging between volunteer and families in transit to SDC
- Assist the ED with other post-release tasks.
- Assist ED or board members with 1-2 educational sessions.
- Assist the ED with other administrative tasks as needed.

Hours per week: 15 hours.

Length of time of internship

June 4 – August 31 (may be adjusted for school/college schedule)

Application process

Please send a letter of inquiry and resume to: info@elrefugioministry.org with the subject line: Summer Intern. Please tell us, in a couple paragraphs, why you have a desire to intern at El Refugio, and what you hope to get out of the experience. Thank you!!

Application deadline: May 20, 2018