



4 Faneuil South Market Building  
3<sup>rd</sup> Floor  
Boston, MA 02109  
Phone: (617) 694-5949  
Fax: (617) 859-9993  
[info@projectcitizenship.org](mailto:info@projectcitizenship.org)

---

## Project Citizenship Internship

### Background:

Project Citizenship seeks to increase the naturalization rate in Massachusetts and beyond. We are a nonprofit agency that provides free, high-quality services to permanent residents to help them become U.S. citizens. Project Citizenship offers free workshops, eligibility screening, application assistance, legal referrals, and all materials needed to apply for U.S. citizenship. In addition, Project Citizenship works collaboratively with community-based partners in New England to provide a range of support services, civics instruction, application assistance, and E.S.O.L. classes.

In 2017, Project Citizenship submitted over 1,600 applications for citizenship. Project Citizenship is seeking a Program Intern for the period of June-August 2018 to expand the organization's capacity to provide direct citizenship services to Greater Boston's permanent residents.

### Job Title:

Program Intern (Unpaid Volunteer Position)

### Location:

4 Faneuil South Market Building  
3<sup>rd</sup> Floor  
Boston, MA 02109

### Key Responsibilities:

1. Conducting outreach in greater Boston's immigrant communities to encourage permanent residents to apply for citizenship
2. Screening and scheduling applicants for appointments at Project Citizenship workshops; filling out citizenship applications
3. Working closely with the Program team to maintain and update records and case notes of all applicants; other administrative tasks as requested
4. Assisting the program team with planning and running for citizenship workshops
5. Aiding in the maintenance of Project Citizenship's website and social media outlets, as well as monitoring Google Analytics
6. Assisting with data cleaning and annual database maintenance projects

7. Other miscellaneous duties as requested by the Program Coordinators

**Reports to:** Project Citizenship Program Coordinators

**Length of Appointment:**

The Program Intern will serve at least 35 hours per week for a minimum of ten weeks.

**Qualifications:**

1. Outstanding interpersonal, organizational, and communication skills
2. Ability to work well with people of diverse backgrounds
3. Adequate knowledge of Microsoft Word, Excel, and PowerPoint
4. Capability to work independently and within a team setting
5. Strong willingness to take initiative and be creative
6. Experience with Salesforce or similar CRM software desirable
7. Proficiency in Spanish, Haitian Creole, Mandarin, Cantonese, Portuguese, Vietnamese, or Arabic desirable

**Support Provided:**

Orientation for this position will be provided. In addition, the Director of Programs and Program Coordinators will be available on an ongoing basis to answer questions and provide other assistance and trainings as needed.

**How to apply:**

Please e-mail your resume and cover letter to [info@projectcitizenship.org](mailto:info@projectcitizenship.org).