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**Project Citizenship Internship**

**Background:**

Project Citizenship began as the Greater Boston Citizenship Initiative, a collaboration of community partners in Massachusetts seeking to increase naturalization rates in Massachusetts. The initiative was created by a committed group of immigrant, community-based, and direct service organizations to educate immigrants about the benefits of citizenship and to provide the services and resources necessary for eligible legal permanent residents (LPRs) to overcome the barriers to naturalization.

Project Citizenship has one mission:  to educate immigrants about the benefits of citizenship, and to help eligible, legal permanent residents to overcome barriers to naturalization.

Project Citizenship provides free assistance to legal permanent residents who seek to become U.S. citizens.  Project Citizenship and its partner organizations offer regular citizenship workshops in Massachusetts, Rhode Island and New Hampshire. In addition, Project Citizenship partner organizations provide civics and English instruction.

**Job Title:**

Project Citizenship Intern (Unpaid Volunteer Position)

**Location:**

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**Key Responsibilities:**

1. Outreaching to legal permanent residents to encourage them to apply for citizenship;
2. Reaching out to new prospective partners in the Greater Boston area;
3. Working closely with the Program Manager to maintain and update records, files, and case notes of all citizenship applicants;
4. Referring applicants to partners for citizenship assistance, civics classes, and English classes as needed;
5. Preparing and distributing forms and other materials for citizenship workshops;
6. Providing support to partners during citizenship workshops;
7. Recruiting and tracking new volunteers and effectively communicating with existing volunteers;
8. Reaching out to businesses for volunteer raffle donations;
9. Maintaining the website and social media outlets, as well as monitoring Google Analytics;
10. Releasing a monthly newsletter;
11. Other miscellaneous duties as requested by the program

**Reports to:** Project Citizenship Program Manager

**Length of Appointment:**

The Project Citizenship Intern will serve for a minimum of 2 months, at least 15 hours per week.

**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. Experience and/or knowledge of Microsoft Access desirable;
5. Capability to work independently and within a team setting;
6. Strong willingness to take initiative and be creative.

**Support Provided:**

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

**How to apply:**

Please e-mail your resume to info@projectcitizenship.org.