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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 ESOL classes. In 2019, Project Citizenship submitted nearly 2,000 applications for citizenship.

Project Citizenship is seeking a Program Intern for the period of June-August 2020 to expand the organization's capacity to provide direct citizenship services to Greater Boston's permanent residents.

Job Title:

Program Intern (unpaid)

Location:

4 Faneuil South Market Building, 3rd Floor
Boston, MA 02109

Key Responsibilities:

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

Reports to: Project Citizenship Program Managers

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 Khmer desirable

Support Provided:

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

How to apply:

Please e-mail your resume and cover letter to scorrell@projectcitizenship.org.