



4 Faneuil South Market Building
Floor 3
Boston, MA 02109
Phone: 617-694-5949
Fax: 617-859-9993

Project Citizenship Summer Program Intern

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.

Job Title:

Program Intern (Unpaid Volunteer Position)

Location: (remote pending COVID rates)

4 Faneuil South Market Building
Floor 3
Boston, MA 02109

Key Responsibilities:

1. Assisting with outreach to immigrant communities throughout Massachusetts.
2. Working closely with the program team to screen and schedule clients; maintain and update records, files, and case notes of all citizenship applicants;
3. Referring applicants to partners for civics classes, and English classes as needed;
4. Providing support during citizenship workshops;
5. Recruiting and tracking new volunteers and effectively communicating with existing volunteers;
6. Assisting with data cleaning and annual database maintenance projects
7. Other miscellaneous duties as requested by the program team

Reports to: Project Citizenship NAIP service members and 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 Suite;
4. Experience and/or knowledge of Salesforce desirable;
5. Capability to work independently and within a team setting;
6. Strong willingness to take initiative and be creative.
7. Proficiency in Spanish, Haitian Creole, Mandarin, Cantonese, Vietnamese or Portuguese highly desired

Support Provided: Orientation for this position will be provided. In addition, the 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 gvujovich@projectcitizenship.org.