



The Executive Office of Health and Human Services

The Office for Refugees and Immigrants Intern/Volunteer Opportunity

The Office for Refugees and Immigrants (ORI) is seeking a Graduate student to fill the role of Intern/volunteer. The incumbent must have an interest in grant research, grant writing, fundraising and program development as well as passion and support for the mission of ORI. This intern/volunteer would work between 15-20 hours per week during the summer of 2019.

The selected individual can expect a flexible and supportive work environment focused on learning and professional development under the supervision of the Director of Workforce Development. ORI focuses on creating and maintaining a mutually beneficial internship experience in which students can flourish and ORI can receive a helping hand on its projects.

Duties and Responsibilities (these duties are a general summary and not all inclusive):

- Support program staff by expanding our grant research, writing, and submission activities.
- Building a funding pipeline, identify potential private and public funders whose goals align with ORI's mission, staff's expertise and capabilities.
- Assist in the preparation of grant materials and submit completed grant proposals.
- Respond to requests for information from funders, including needs statements, program descriptions, budget proposals, evaluation, reports, and other documents as requested.

Preferred Qualifications:

- Ability to work independently and as part of a team, attention to detail, and the capacity to prioritize tasks appropriately.
- Familiarity with grant research and writing, strong critical thinking skills, as well as strong writing skills.
- Quick learner, someone who can process a lot of information efficiently and successfully.
- Proficient usage of Microsoft Office products including Word, Excel, PowerPoint and Outlook.
- Curiosity for refugee resettlement and agency functions at the state level.

Agency Background

In 1985, the Massachusetts Office of Refugee Resettlement was created by MA Executive Order. In 1992, the MA State Legislature statutorily established the MA Office for Refugees and Immigrants. ORI serves as the state refugee coordinator's office, and its primary responsibility is to administer the federally-funded refugee resettlement program in the Commonwealth.

Agency Mission

The mission of ORI is to promote the full participation of refugees and immigrants as self-sufficient individuals and families in the economic, social, and civic life of the Commonwealth.

ORI is an affirmative action/equal opportunity employer. All qualified applicants will receive equal consideration for internship/volunteering without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or protected veteran status.

Please send your resume and cover letter via email to Falah Hashem, ORI Chief of Staff at: falah.hashem@state.ma.us. Also, you may contact Falah Hashem at (617) 988-3468 to answer any question you may have regarding this internship opportunity.