Internship Opportunities with Church World Service, Immigration and Refugee Program

Church World Service is a not-for-profit, international humanitarian assistance organization comprised of 35 protestant denominations. CWS Immigration and Refugee Program (CWS/IRP) provides assistance to displaced persons abroad and works with the State Department and 34 community organizations across the United States to resettle refugees fleeing persecution. The Washington, DC office of CWS/IRP advocates for improvements in humanitarian assistance funding, protection mechanisms, and the U.S. refugee resettlement program. CWS/IRP also advocates for humane, equitable immigration reform that prioritizes family unity and provides a pathway to legal status for undocumented immigrants.

Immigration Advocacy Internship

The Immigration Advocacy Intern will assist the Associate for Immigration and Refugee Policy by conducting research regarding the immigration reform debate, key players, and pieces of legislation. S/he will analyze legislation to prepare policy briefs for legislative staff, affiliates, denominations, and coalition partners. The Immigration Advocacy Intern will also plan events, attend strategy sessions, help craft advocacy messages, participate in Congressional meetings, and draft minutes, fact sheets, letters, action alerts, research briefs, and media advisories. S/he will also be involved in the development and operations of grassroots capacity building. The PPA Intern will be required to maintain a portfolio and design a final project.

Refugee Protection Advocacy Internship

The Refugee Protection Advocacy Intern will assist the CWS/IRP Protection Officer and the Associate for Immigration and Refugee Policy in researching and reporting on key reforms to humanitarian aid, diplomacy, foreign policy, and protection for refugees and other displaced person. S/he will help build advocacy and grassroots capacity through internal and external relations; attend strategy meetings, congressional hearings, and think tank events; analyze legislation; and plan events. S/he will also develop creative education and advocacy tools relating to displaced persons abroad and refugees in the United States.

Requirements

Qualified applicants will be familiar with research methodology and citation standards and have a sound knowledge of the political process, current political dynamic, humanitarian development, and immigration issues. They must be able to use search engines, academic databases, and relevant legislative resources to analyze laws and situations in order to write clear, concise, publishable research briefs. All interns must also be willing to quickly and accurately obtain information on various displaced
populations and be professional in coordinating meetings with high level congressional and administrative staff. They must possess high quality writing and editing skills, proficiency with online communications tools, and possess creativity, initiative, and the ability to multi-task. Above all, a passion and commitment to the work of CWS/IRP is essential.

**Application Process**

All positions are open for three semesters throughout the year. Interns must work a minimum of 28 hours per week (35 in the summer). The internship dates are flexible according to academic calendars, and preference is given to graduate students and those who can work more than the required hours (never more than 40).

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<th>DATES</th>
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<tr>
<td>Fall: Sept. 2 – Dec. 14</td>
<td>August 1</td>
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<tr>
<td>Spring: Jan. 12 – April 17</td>
<td>December 1</td>
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<td>Summer: May 18 – Aug. 17</td>
<td>April 5</td>
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Interns are subject to the same standards as employees of Church World Service. The application and interview process is conducted by the Associate for Immigration and Refugee Policy and Protection Officer. To apply, email a resume, cover letter, and writing sample to jsmyers@churchworldservice.org by the appropriate date.