



Refugee Translation Project Research Intern

Job Title: Research Intern

Employment Category: Intern

Employment Type: Part-Time

Location: New York, NY USA; remote location acceptable

Working Environment: Remote

How to Apply: Email info@refugeetranslation.org cover letter and resume including two references as one file

The Refugee Translation Project is recruiting for a research intern to support the Executive Director and the Director of Operations and Development. We are a nonprofit that provides free professional document translation support to refugees seeking asylum and other immigration relief. Our services are always free to refugees to ensure that translation costs are not a barrier to the immigration process. By relieving this financial burden, we enable refugees to focus their limited resources on making a new home and building a new life.

Internship duties will include, but are not limited to:

- Research on national and international NGOs, nonprofits, and grassroots organizations for prospective partnership, and research into relevant areas of policy and law. Conduct mappings in key areas.
- Management of initial outreach to and communication as appropriate with prospective partners. Database creation and usage to track and coordinate ongoing outreach.
- Professional writing including official correspondence. General operational and logistical support as necessary.

The ideal applicant will be interested in refugee resettlement, and have strong critical thinking and organizational skills, and be a detail-oriented self-starter with strong communication skills. Previous professional or academic experience in research or nonprofit management is preferred. Proficiency with Microsoft Office and Google G Suite is mandatory.

This is a part-time position and requires a commitment of 12 weeks. This is an unpaid internship. School credit, as well as a stipend, may be received depending on the program and institution.

Major Responsibilities:

- Phase 1: Research support in two tracks forging programmatic partnerships and funding partnerships and communications.

- Track 1: Under supervision of the director of operations and development, conduct a mapping of refugee assistance, resettlement, and rights organizations earmarking opportunities to establish relationships to expand translator services and other relevant partnerships advancing the mission of the Refugee Translation Project.
- Track 2: Under supervision of the director of operations and development, conduct a mapping of the current funder landscape in refugee rights and resettlement, earmarking opportunities for operational development of relationships with prospective funders.
- Phase 2: Draft outreach plans for both tracks and implement correspondence with relevant organizations.
 - Track findings and all outreach in a spreadsheet or database as appropriate and communicate information clearly.
 - Attend relevant events of interest and represent the Refugee Translation Project professionally.
- Operations Support including drafting regular mailings and scheduling professional appointments.
- Learning Objectives include conducting research, professional communication, nonprofit development.

Qualifications

- Currently enrolled in a Bachelor's or Master's program or prior experience working in a professional setting.
- Highly developed organizational skills, demonstrated capacity to record and track data, facility with clear and effective communication and professionalism, willingness to learn new systems and procedures.
- Secure internet connection and ability to commit to regular meetings over Zoom.
- Capacity to use MS Office, Google G Suite, and to create and manage a database independently.
- Excellent interpersonal and communication skills, critical thinking capacity to operate independently, and the ability to work productively in a team environment.