



Leadership Internship

Refugee and Immigration Services is a nonprofit organization that has resettled refugees and assisted immigrants in the Roanoke Valley since 1980. We have been able to help over five thousand refugees, finding housing and employment for them, enrolling their children in school, providing transportation to medical appointments, and giving instruction in ESOL. Our goal is to help our refugee and immigrant clients attain self-sufficiency in their new community.

Responsibilities: Assist the Director of Refugee and Immigration Services:

- Filing and Data Entry
- Balancing Financial statements
- Maintaining Correspondence
- Returning phone calls
- Helping with Fundraising initiatives
- Preparing mailings
- Database management
- Researching, Tracking, and Documenting RIS Departments financial expenditures and profits
- Forming and Submitting Reports (working with both RIS Director and Resettlement Coordinator)
- Reviewing Refugee Case Files

Benefits:

- Enjoy a flexible and diverse working environment. Our staff of 15 is international (from over 10 different nations), from a variety of social and religious backgrounds.
- Observe/learn the inner workings of a nonprofit organization.
- Work under our Director, who has 23 years in the nonprofit field.
- Build a resume of experience in the nonprofit field.

Qualifications:

- Excellent English skills: must be able to prepare and edit documents
- Proficient in Microsoft Office; experience in Publisher and Access helpful
- Able to multi-task in a high-paced work environment
- Creative and flexible
- Perseveres to see a task accomplished
- Self-starter

Time Commitment:

- Internships are on a fixed schedule for 1-2 semesters, at least 10 hours per week.
- Summer Internships are also available.

For more information, please contact:

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