



Refugee Development Center

Spring 2026 General Internship Application

About the Organization: The Refugee Development Center (RDC) is a vital 501(c)(3) organization that was created in 2002 to provide a unique, unduplicated service in the mid-Michigan area. As a small grassroots organization, we have grown to be the “go-to” agency for working with refugees in the region. By providing formal and informal learning opportunities, the center aims to be an open and inclusive place for refugees to learn and locate the resources they need to flourish as residents and citizens.

Our Mission: The mission of the RDC is to cultivate a welcoming, thriving community that collaborates with refugees and newcomers through education, engagement, and support. Learn more at www.refugeedevelopmentcenter.org.

Overview: RDC is looking for motivated interns who will participate in indirect and direct service responsibilities during RDC programming for Spring 2026 (January 5 - May 14, 2026). This internship will offer a comprehensive experience in refugee post-resettlement programming at the RDC. Interns are placed across RDC programs to provide support in the classroom, assist in program management administrative duties, and be a welcoming face at the center. **This internship is in-person and takes place out of RDC's Newcomer Center in south Lansing.**

**This is an unpaid internship. We are able to partner with academic institutions offering credit for internships. If applicable, please include any academic requirements in your application.*

Hours: The RDC runs programs Monday-Thursday 9:00-7:30pm; interns must have availability within this timeframe that corresponds with the program they are applying for. Fridays are administrative days typically reserved for staff and team meetings, plus data work. Nights and weekends may be required depending on the internship. Hours vary depending on the internship and the individual. **Our spring semester runs January 5 through May 14th** (flexible end date available upon request).

On average, 8-15 hours per week (option to add more hours to fulfill requirements are available).

General Qualifications:

- English language fluency
- Basic Computer Skills
- Ability to work with adults from a diverse background
- Demonstrated cross-cultural sensitivity
- Speakers of Arabic, Dari, Farsi, French, Haitian Creole, Kinyarwanda, Pashto, and Swahili are encouraged to apply
- Reliable form of transportation

To apply: Fill out this [google form](#) and email resume and cover letter to Savanna at shamed@rdclansing.org. Applications will be accepted and reviewed until **Wednesday, November 12th, 2025**. Incomplete applications will not be considered. Interviews will be conducted in-person starting **November 10th, 2025**. Final decisions will be made by December 10th, 2025.

Available positions (see below for descriptions):

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| • English Teaching (ESOL) | • Welcoming and Intake |
| • Youth Development (K-12) | • Transportation Support |
| • Childhood Development (Ages 0-5) | • Health and Housing Navigation |



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English Teaching (ESOL)

English to Speakers of Other Languages (ESOL) Interns will work as a teacher's assistant in adult ESOL classes. Interns will be expected to interact with students and lead small group conversations, assist in creating lesson plans, materials and activities, assist in leading and managing volunteers, and maintain program data and general administrative assistance. Opportunities available to gain experience teaching in the classroom.

Responsibilities:

- Assist student needs, track trends, and produce growth reports
- Assist during lessons and preparing curriculum and materials for class
- Independently interact with students and lead small group activities
- Assist in program management administrative duties
- Assist with all RDC programs as assigned

Program specifics: Adult ESOL programming takes place Monday-Thursday from 9:30am-11:30am, 12:00pm-2:00pm, and 5:30pm-7:30pm. ESOL Interns must be able to commit to at least two classes/week during the morning, afternoon, OR evening class times. Additional hours for planning and data support will be on Fridays or as the intern's schedule permits. **Individuals with experience or interest in teaching English language learners are encouraged to apply!*

Youth Development (K-12)

Youth Development Interns will be involved in indirect and direct service responsibilities for K12 after-school and mentoring programs. This program is a vital educational and social resource to newcomer youth transitioning to life in the US, in addition to their families in which they help navigate for. Youth Development Interns will assist in facilitating and planning these learning experiences that align with the program pillars of education, career readiness, and integration. In programming, Youth Development Interns will help students integrate into the US social and education systems, address educational gaps, and provide a safe space to learn and practice English. These services help newly arrived refugee students through activities and lessons including English, homework support, socio-cultural immersion, sports, and arts.

Responsibilities:

- Assist teachers of English language learning students during lessons
- Lead small groups of students in activities
- Assist in preparing curriculum and materials for classroom activities
- Recording and analyzing class data and attendance
- Aid in homework help and tutoring

Program specifics: After-school programs take place Monday-Thursday from 3:30-5:30 and 5:30-7:30pm. Youth Development Interns must be available to provide direct service during some youth programming. Youth Development interns should be comfortable with creating lesson plans. Strong writing and interpersonal skills are expected. **Individuals looking to grow leadership and relationships-building skills are encouraged to apply*

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Childhood Development (Ages 0-5)

Childhood Development Interns will be involved in indirect and direct service responsibilities in our First Steps early literacy program (ages 0-5). This is a unique opportunity that allows individuals to engage with the entire family while supporting little ones to meet developmental milestones. Childhood Development Interns will have the opportunity to engage in parent education, assist with lesson planning, and participate in RDC programs. Opportunities exist to work alongside partner organizations and programs such as: Ingham ISD, Parent and Child playgroups, and childhood music.

Responsibilities:

- Assist teachers of early literacy students during programming; managing safe play, crafts, learning
- Lead small groups of students in activities
- Assist in program management administrative duties, including recording and analyzing class data
- Assist with all RDC programs as assigned

Program specifics: First Steps programs take place Monday-Thursday from 9:30am-11:30am and 12:00pm-2:00pm. Child Development Interns must be available to provide direct service during first steps programming. **Ability to work with youth ages 0-5 from a diverse background is required.** Child development interns should be comfortable playing and being silly with children. **HDFS, Child Development, and similar majors are encouraged to apply!*

Welcoming and Intake

Welcoming and Intake interns serve as a friendly and welcoming face, greeting students and guests as they arrive at RDC's Newcomer Center. Welcoming and Intake interns support new-student registration and triage of student needs. This requires bridging communication gaps to collect demographic information, schedule appointments, and address student concerns. Other duties include making copies of materials, filing paperwork, tidying the Welcome Desk area, supporting the Teatime program, and assisting other teams as needed.

Responsibilities:

- Working with English language learners to support intake process
- Manage and maintain Welcome Desk and Teatime supplies
- Accurate and neat handwriting in the collecting of student information
- Assist with all RDC programs as assigned

Program specifics: The Welcome Desk operates Monday-Thursday 8:30am - 7:30pm. Welcome Desk interns must be available to provide direct service during some program hours. **Individuals who excel in a fast-paced working environment encouraged to apply*



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Transportation Support

Transportation Support interns will work alongside the Digital Literacy Learning team to assist students looking to improve their driving skills. Transportation Support interns will become familiar with RDC's driving simulator; they will support students during lessons and help train volunteers in this program. Transportation support interns will help create and adapt new resources for driving programs to help students progress through lessons.

Responsibilities:

- Create materials to support driving simulator lessons and driving program workshops
- Operating the driving simulator. Assist volunteers and students with driving simulator
- Identify gaps within driving program; identify resources to aid driving lessons
- Track attendance and data related to driving simulator and driving lessons

Program specifics: Transportation Support interns must be available during driving simulator program times to provide direct service: 2:15-7:00pm Monday-Thursday. Virtual Friday hours available upon approval. **Individuals with education backgrounds, who are organized, patient, and have strong attention to detail are encouraged to apply*

Health and Housing Navigation

Navigation interns will support Health and Housing Navigators in completing health and housing case management tasks. Navigation intern will assist the Health Navigator in resolving RDC clients' questions related to medical and dental care, health insurance, and MDHHS benefits. The navigation intern will assist the Housing Navigator in developing an updated list of affordable housing units available in Ingham County.

Responsibilities:

- Meet with clients at the Drop-in center when they request assistance
- Resolve client's minor problems with bills, health insurance, benefits, and housing Contact affordable housing providers in Ingham County to determine pricing and availability of units; record information in a working spreadsheet
- Connect clients to local social services and resources as needed
- Record case management interactions in case notes

Program specifics: Navigation programs run concurrently with RDC programs (Monday-Thursday, 9:00am-5:00pm). Navigation interns must be available to provide direct service during Navigation hours. Navigation interns must demonstrate interest in social services or case management. **Bachelor's or Social Work (BSW) or Master's of Social Work (MSW) students preferred and encouraged to apply.*