

**United Nations High Commissioner for Refugees
Volunteer Internship Opportunity
Resettlement**

The Office of the United Nations High Commissioner for Refugees Washington Regional Office for the United States of America and the Caribbean seeks a volunteer intern to assist staff in the resettlement section.

Duties and responsibilities:

- Perform all case management functions for resettlement inquiries including: data entry into access database, weekly tracking of current cases, writing to UNHCR country offices and responding to inquirers.
- Provide resettlement counseling to individual queries from congressional offices, NGOs and relatives in the United States.
- Assist the resettlement section in creating public information materials on newly arriving resettlement populations.
- Observe and report on resettlement related meetings and conferences with government agencies and various NGOs working in the field.
- Conduct research and writing projects on current issues in refugee law and resettlement.
- Perform other duties as assigned.

Qualifications:

- Course work in International Human Rights Law and/or US Immigration Law strongly preferred.
- Familiarity with US refugee resettlement or US immigration programs is desirable.
- Understanding of UNHCR resettlement guidelines and criteria preferred.
- Excellent oral and written communication skills.
- Familiarity with Access databases and website development

Duration:

Two to three months (20 hours or more per week).

Please send cover letter and resume to resettlement section at the address below.

Attn: Anne-Marie McGranaghan
UNHCR
1755 K Street, NW
Suite 300
Washington, DC 20006
usawainq@unhcr.org

UNHCR thanks all applicants. UNHCR will only contact those applicants who will be interviewed.