



FORA
FORGING OPPORTUNITIES
FOR REFUGEES IN AMERICA

Gold
Transparency
2023

Candid.

1723 W. Devon Ave, P.O. Box 60085, Chicago, IL 60660

Administrative Restorative Justice Internship Job Description and Application

Forging Opportunities for Refugees in America (FORA) is seeking to recruit extremely passionate individuals to advocate for the educational rights of refugees through participating in individualized High Impact Tutoring and assisting organizational staff with operational projects and daily tasks. Applicants do not need a background in education or management. The Restorative Justice Internship is designed to introduce and guide participants through the ins and outs of a grassroots nonprofit. Above all, we value individuals who prioritize building and maintaining a diverse community with refugee youth, fellow interns and staff members.

We encourage anyone interested in measures and ideologies of restorative justice to apply!

Dates: June 23- Aug. 15

Hours: At least 24 hours per week. Interns should come in from 9am-5pm for a minimum of three days per week.

Compensation: All internships are unpaid. Eligible volunteer interns will be nominated for a [Presidential Volunteer Service Award](#). Eligibility is based on hours volunteered and age.

Location: All internships are held in-person at our education-empowerment center at 6435 N. California Avenue.

Duties and Responsibilities: Tutoring

- Lead individualized tutoring sessions with a refugee student, following FORA's provided curriculum on subjects including reading and math.
- Maintain classroom standards, ensuring each student has the adequate materials needed for academic and emotional success.
- Read alongside the student, asking comprehension questions, introducing new vocabulary, and reviewing literacy concepts such as point of view, setting, protagonist, etc.
- Explain concepts of counting, addition, subtraction, multiplication, division, area, perimeter, fractions, etc.
- View tutoring in a social justice lens, advocating for students socio-emotional and academic needs.

Duties and Responsibilities: Administrative

- Assist in the Development and maintenance of FORA's physical records systems.
- Work with the Administration and Outreach departments to standardize and refine student and volunteer databases.
- In coordination with the Director of Administration and CFO, conduct research and cost/benefit analyses related to FORA's operations.
- Allocate costs and audit expenses on a monthly basis as directed by the CFO and/or Director of Administration.
- Maintain a detailed inventory of programmatic materials.
- Under direction of the CFO, draft organizational policy to accurately reflect existing systems and refine new procedures.
- Work with the Administration and IT departments to analyze programmatic and administrative data.

Required Qualifications

- At least a high-school diploma or equivalent
- As you will be assisting in educational efforts, you must be fluent in English.
- A "people-person," using joy and strong interpersonal skills to champion FORA, inviting others to invest in what we do.
- Eagerness and willingness to work with children between kindergarten and high school.
- Willingness to learn operational systems and procedures to best model our mission.
- The desire to view education through a social justice lens and advocate for educational rights for refugees.
- Experience using Google platforms, especially Google Sheets

- Detail oriented
- Organizational skills
- English-language skills
- Adaptable
- Able to work within complex systems
- Independent
- Team Player

Outcomes

At FORA, the Restorative Justice interns will use a social justice lens to lead individualized tutoring sessions and learn the operations of a grass-roots, community-based non-profit. FORA strives to reverse the educational implications of extreme persecution of minority communities and interns will become immersed in an activist community and build bonds with students, tutors, fellow interns and staff members. At FORA, we believe in fostering a horizontal organization where interns, volunteers, students and staff are given a platform to amplify their voice and ideas, advocating for themselves and their community. Interns will work directly with supervisors on a day-to-day basis to receive sufficient support and feedback about projects, questions and/or concerns. Lastly, individuals will learn how to advocate for the civic and academic success of refugee youth and restore the foundational right to education for all peoples through an administrative perspective.

Eligible participants will be nominated by FORA for a Presidential Volunteer Service Award, a prestigious award from the White House and Americorps recognizing individuals for their dedication to service. Awards are based on age and hours of service completed.

Timeline to Apply

We will be accepting applications on a rolling basis until April 4, 2025 at 5pm Central Time. Slots are limited, so we encourage you to submit your application as soon as possible. Please find the application attached to this document.

Application Expectations

All applicants must submit their application with an updated resume to giuliannal@refugeefora.org by the deadline stated above. Applicants should expect an email from FORA Outreach staff inviting them to an interview within 3-4 business days upon submission. Interviewees will receive a final decision based on their interview.

If you have any questions, please contact Chief Outreach Officer Giulianna Larson (giuliannal@refugeefora.org).

Application can be found on the following page.



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Application for Restorative Justice Restorative Justice Cumulative Internship: Summer 2025

Background

First and last name:

Date of birth:

Email:

Phone:

University attending:

Major(s) & minor(s):

Relevant courses completed:

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Experience

Please list (if any) prior experience tutoring:

Please list (if any) prior experience in nonprofit management:

Ideological Questions

In the space provided, please describe your ethical commitment to marginalized communities and how you hope to advocate for persecuted peoples.

In the space provided, please explain the education on the success of refugees in American civic life.

How does this internship align with your future career goals?

Please attach and submit your resume to this application. All applications should be emailed to Giulianna Larson (giuliannal@refugeefora.org) no later than April 15th at 5pm Central Time. FORA promises to consider all applicants justly and with the utmost respect.

Thank you for your interest and you will hear from us soon!

