



FORA
FORGING OPPORTUNITIES
FOR REFUGEES IN AMERICA

Gold
Transparency
2023

Candid.

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

Restorative Justice Cumulative 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: January 13-June 11, 2025 (start/end dates negotiable, but interns must commit to 15 weeks)

Hours: At least 10 hours per week. M-F between 1pm-9pm. Each shift must be at least four hours long and overlap with at least two tutoring sessions.

Compensation: All internships are unpaid unless eligible for Loyola University Chicago Work Study. Work Study interns are compensated \$16.20/hr. 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.

Structure of Internship:

Our goal is to integrate interns into FORA's daily life. To do so, interns will have ample opportunities to build connections with the youth we serve, volunteers and staff. Interns will split their time between FORA's tutoring program and administrative projects. For

the administrative side of FORA, interns will be paired with one department and work with that time for the duration of the internship. Interns will be paired with a department based on a ranking system and have the ability to choose between FORA's Outreach, Family-School Partnership, Education and general administrative departments. Interns interested working with our communications team should fill out the separate communications application as the requirements differ.

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

- Gain insight on the foundational roles of parent-teacher intervention, recruitment, educational and administrative departments at FORA.
- Analyze educational data and allocate the proper resources to each student.
- Assist educational staff members in seasonal testing, classroom development and organization.
- Strategize recruitment efforts to help maintain a resilient recruitment effort
- Work alongside Outreach staff to connect with community partners and retain volunteers.
- Complete developmental projects
- Aid in organizational administrative tasks

Required Qualifications

- 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.

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 January 6, 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: Fall 2024

Background

First and last name:

Date of birth:

Email:

Phone:

University attending:

Major(s) & minor(s):

Relevant courses completed:

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Are you eligible for Loyola University Chicago Work Study (circle)? Yes No

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 January 6, 2025 at 5p.m 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!

