



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

## FORA Communications Intern Fall 2024

Forging Opportunities for Refugees in America (FORA) is seeking to recruit an extremely passionate individual to advocate for the educational rights of refugees and highlight FORA on our social media platforms to reach a larger audience. We are looking for an individual who is pursuing a study in an area of communications and has taken courses in website design. Below, please find the requirements and qualifications for our Restorative Justice Communication Intern.

We encourage anyone interested in using their social media and graphic design skills to advocate for the educational rights for refugee students to apply!

**Dates:** Sept. 3- Dec. 20 or May 2025 (semester or academic year)

**Hours:** At least 15 hours/ week between Mon-Fri from 10am-6pm

**Compensation:** Individuals with Loyola Work Study are eligible to receive \$15.80/ hour for up to 19.5 hours each week. Otherwise, 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 6431 N. California Avenue. Some tasks may be completed virtually with approval.

### Duties and Responsibilities

- Collaborate with management to implement an effective communications strategy based on our target audience.
- Write, edit, design, and distribute high-quality electronic content, including Facebook, Instagram and LinkedIn posts as well as other marketing material that communicates the organization's activities, products and/or services.
- Maintains, designs, and writes content for the FORA website and social media platforms.
- Maintain a regular posting schedule on designated social media platforms with high-quality content.

- Create innovative content consistent with FORA mission and brand.
- Document social media and website procedures with communications and outreach staff.
- Collect and maintain data of social media plan and develop an end of the internship project
- Create, collect, and maintain a library of photographs, videos, and written success stories that reflect the spirit of clients, volunteers and staff.
- Listen and communicate effectively in welcoming a diversity of opinions, needs, and cultures.

### Required Qualifications

- High school degree or equivalent.
- Fluency in English.
- Canva
- Google
- Experience creating content for large audiences on Instagram, Facebook and LinkedIn.
- Strong graphic design skills
- Total commitment to reversing the denial of basic rights to refugee youth.
- A considerate individual passionate about our mission.
- Exceptional written, verbal, and visual communication skills
- Organization and high attention to detail

### Final Project

At the end of the internship, the intern will propose their observations, challenges, successes and a resilient strategy in the form of a presentation to FORA Communications and Outreach staff.

### Outcomes

At FORA, the communications intern will use social media and graphic design with a social justice lens, cultivating a larger network of supporters. FORA is a grass-roots movement who strives to reverse the educational implications of extreme persecution of minority communities. Interns will be fully immersed in FORA's community, building 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 the diligent maintenance of social media platforms and graphic design.

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 August 3rd at 5pm Central Time. Please find the application attached to this document.

### Application Expectations

All applicants must submit their application to [giuliannal@refugeefora.org](mailto: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](mailto:giuliannal@refugeefora.org)).

**Application can be found on the following page.**



**FORA**  
FORGING OPPORTUNITIES  
FOR REFUGEES IN AMERICA



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## **Application for Restorative Justice Communications Intern: 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 maintaining social media accounts for clubs or organizations:

Please provide a description of your experience in graphic and web design:

Please describe your experience using Canva:

Please describe your prior experience with Instagram, Facebook or LinkedIn:

**Please include at least two of your graphic design work with this application. These can be social media posts or flyers.**

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 importance of social media to build awareness and advocate for refugee youth.

How does this internship align with your future career goals?

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Please attach and submit your resume to this application. All applications should be emailed to Giulianna Larson ([giuliannal@refugeefora.org](mailto:giuliannal@refugeefora.org)) no later than January 8th 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!