



Center for New Americans Intern Service Description

Position Title: Employment Services Intern

Matched With: Jen Lawrence (Employment Services Senior Manager)

Reports to: Jennie Prouty (Community Engagement Manager)

Last Updated: September 2025

Agency Mission

"InterFaith Works affirms the dignity of each person and every faith tradition, builds racial and religious equity, and creates bridges of understanding among us."

Agency Vision Statement

"InterFaith Works builds bridges of understanding to affirm the dignity of all people in Central New York. Working with the different faith communities and the diversity of the region's people, we address deeply embedded social divisions. Informed and influenced by the values and ethics of the faith traditions, we work with the community to find common ground on its issues. Using the tools of interfaith and cross-cultural dialogue, we create life-changing experiences that lead to actions for the creation of a more equitable and loving community."

Center for New Americans Description

Center for New Americans provides resettlement and crucial post-resettlement services to help refugees re-establish their lives and overcome barriers to successful integration in our community. CNA also provides long-term, targeted, culturally appropriate, and trauma-informed programming for refugees and immigrants across Central New York.

Purpose

The Employment Intern would assist the Employment team in the Center for New Americans in ensuring the next best employment steps for clients while creating pathways for effectiveness and efficiency on overall projects.

Time Commitment

Based upon the agreed amount hours needed in order to complete the intern's semester that is determined by their professor.

Qualifications

- Willingness to work with others who are from diverse backgrounds
- Detailed oriented, with excellent communication skills and social awareness
- A priority to adhere to confidentiality policies on behalf of our clients
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills; and strong organizational and planning skills
- Ability to work collegially with other staff, interns, volunteers and outside community members
- Not required but helpful to speak an additional language(s)

Duties:

- Assist Job Coaching through building of resumes, cover letters

- Research employment trends in the Syracuse area
- Attend community meetings
- Complete administrative tasks to improve upon efficiency and effectiveness of the program
- Hold client presentations for clients for their ongoing development and awareness of American work norms
- Prepare clients for job readiness and their professional or educational next steps
- Employ organizational standards for confidentiality pertaining to the personal and/or sensitive information of each client, as applicable
- Record your intern hours in link provided

Trainings

- Attend in-house trainings and meetings, as requested
- Completion of IFW intern application, and orientation material
- Attend Upskilling trainings to improve upon job skills