



המרכז לקידום פליטים אפריקאים
African Refugee Development Center

Higher Education Caseworker (Intern)

Time Commitment: 12+ weeks.
Reports to: Education Program Manager
Location: South Tel Aviv

***Please note all ARDC internship positions are UNPAID. We do not provide accommodation, travel or health insurance**

Organization and Program Background: The African Refugee Development Center (ARDC) is a non-profit organization founded in 2004 by refugees and Israeli citizens to assist, support, and empower refugees and asylum seekers in Israel. The Practical Refugee Education Program (PREP) at ARDC supports refugee and asylum seeker adults by providing access to educational programs. A number of African refugees in Israel have finished their baccalaureate degrees and many more have incomplete degrees or are looking to begin their undergraduate studies. A university degree can be the key to socio-economic advancement, and to serve this need the ARDC higher education team works to facilitate the acceptance of refugees into colleges and universities and to ensure their success once on campus. ARDC also assists asylum seekers by offering skills-based workshops and access to vocational studies.

Scope of Position: Higher Education Caseworkers work with clients interested in pursuing university degrees, vocational and/or technical training, and scholarships.

Main Responsibilities:

- Facilitate the application process by advising students in finding programs suited to their needs and interests
- Help organize and arrange necessary document verification and tests
- Locate and secure scholarship funds for students
- Maintain communication with alumni clients to ensure success and respond to any challenges
- Facilitate new partnerships with schools to strengthen the Higher Education program

Skills, Knowledge, Abilities:

- Comfortable working with refugees and asylum seekers from a variety of backgrounds, including those with limited formal education and/or literacy skills
- Fluent English is mandatory, Hebrew is an advantage
- Ability to adapt to changing situations, comfortable working in a fast-paced, demanding environment
- Ability to work both independently and as part of a team
- Responsible, flexible, and dedicated

Please send your resume to volunteer@ardc-israel.org