Welcoming Center for New Pennsylvanians

1617 JFK Blvd #555, Philadelphia, PA 19103

The Welcoming Center delivers a variety of services to immigrants, cultivating the skills and knowledge necessary for employment in the Philadelphia region. Our mission is to help immigrants obtain jobs, advance their careers, obtain education, receive social services and case management services, and acquire the skills necessary to maximize their social and economic participation our region. We have served over 12,000 individuals since 2002. Our clients come from dozens of countries and speak scores of languages.

Education and Training provides English classes at all levels of English. Students come from all levels of education (none to graduate degrees). We seek to prepare students for workplace and social communication. We use an authentic teaching approach to replicate work and life.

Immigrant Professional Program provides services to individuals with higher-level degrees in their home countries. We help navigate the challenges of credentialing a foreign degree and assessment what must be done to enter the same work sector. We also offer higher-level English classes (Health Care Professionals, Academic English, and Professional Writing) for these individuals.

Case Management provides wrap-around counseling and coordination for various social services, for example welfare advice, legal referrals, unemployment counseling, child care placement assistance, etc.

Employment Department provides interview preparation and interview placement. We have cultivated relationships with scores of employers and we arrange for potential job placements for our clients and students.

Global Enterprise Hub/Small Business Support provides consultation and advice to immigrant entrepreneurs. By partnering with various local agencies and organizations, such as the city’s Community Development Centers and small business lender Finanta, we seek to empower immigrants in starting and operating their own businesses. We also provide English classes to those who need it.

Position titles and descriptions: Outreach Assistant Intern (2 openings)

This position has a variety of options. Placement will be based on student interest and experience.

English Language Instructor: lead a class of 6-12 students learning English, civics, or GED subjects.
**Classroom Assistant**: assist an instructor in class by providing support to individual students or small groups during group activities.

**Computer & Technology Tutor**: work in small groups or one-on-one to help students learn various computer skills (beginning to advanced).

**English Language Tutor**: practice reading, writing, or conversation in small groups or one-on-one.

**GED Tutor**: assist individual students who need out-of-class help with classroom materials and homework.

**Job Placement Assistant**: provide logistical support to employment account representatives in scheduling interviews and preparing students for interviews.

**Data Management Intern**: maintain records of student attendance and job candidate placements.

**Immigrant Professionals Program Assistant**: serve as mentors and tutors to immigrant professionals looking to transition to the US job market. Perform research into various aspects of transitioning to a US career in one’s previous field of professional training.

**Small Business Support Assistant**: perform various duties (editing promotional materials, calling clients, and scheduling meetings) for immigrant entrepreneurs.

**Special Events & Public Relations Assistant**: assist in planning and promoting special events and press releases to raise awareness or increase fundraising efforts.

**Marketo/HTML Programmer**: provide computer programming support and website design.

**Qualifications**
Be enrolled in at least a 4-year degree program. Have experience in and/or a commitment for helping immigrants as they navigate the economic and social climate of the United States.

**Time commitment**: Flexible shifts available Monday through Friday, scheduled between the hours of 9:00AM – 5:00PM (may not exceed 12 hours) For classroom assistant positions, we hold classes from 9-12, 1-4, and 6-9, so this evening slot would be available on certain days of the week for those particular roles.

**Transportation**: We are located in One Penn Center. This is connected to Suburban Station (one need not go outside to connect), which is accessible to all forms of SEPTA transportation (including regional rail; specifically the R5 on which Bryn Mawr students could travel from campus).