



Faith Community Engagement Internship

Internship Position: Faith Community Engagement Internship

Organization Name: Refugee Services of Texas, Dallas

Number of openings: 2

Hours per Week: Minimum of 24 hours per week, 2 days remotely (1 Saturday morning per month and Thursdays in the office)

Length: preferably a minimum of 3-6 months

Compensation Type: Unpaid.

Agency Description: Refugee Services of Texas, Inc (RST) is a not-for-profit social service agency guided by the principles of human compassion and dignity committed to providing quality services for refugees, asylees, and survivors of trafficking. The six RST offices throughout the state provide resettlement services and programs designed for the local communities we serve. Working in partnership with faith-based communities, businesses, and volunteers, we provide our clients with resources, referrals, education, and guidance to ensure their success in leading self-sufficient lives in Texas.

Summary: The intern will engage with the faith community to engage faith members in community and resource mobilization, and send out weekly newsletters to volunteers and other community members and introducing different faith groups to RST's mission and work, including but not limited to local and regional churches, mosques, synagogues, temples and faith orientated organizations.

Duties

- Assist Community Engagement Coordinator with planning and executing onboarding trainings for volunteers
- Provide logistic support in tracking involvement with refugee leaders to expand the reach and deepen participation
- Create and distribute relevant, timely and engaging communications to refugee groups
- Work closely with partner agencies to advocate for the integration of refugees in the civic life of Dallas
- Assist in coordinating weekly donation pick-ups and drop-offs in the community and drop-offs at families doorsteps.

- Tracking of donation distribution on a weekly basis
- Assist in maintaining and updating volunteer database

Qualifications:

Qualifications include an ability to be flexible and manage time appropriately, a willingness to work with diverse populations, professionalism, and a commitment to social justice issues. Prior experience with diverse and/or vulnerable populations preferred, though not required.

Skills:

Skills include proficiency in Microsoft Excel, computer competency, excellent organizational skills, ability to meet deadlines, and effective verbal and written communication skills. Applicant should be mature, self-starting, and comfortable working within a fast-paced environment and with little supervision.

Application Instructions: For consideration, please submit a resume, cover letter and internship availability to dallas@rstx.org with the subject line Faith Community Engagement Internship.