



Employment Program Internship

Internship Position: Employment Program Internship

Organization Name: Refugee Services of Texas, Dallas

Number of openings: 2-3

Hours per Week: 16-32 (negotiable)

Length: Dependent on length of internship requirements – minimum of 1 semester (negotiable)

Compensation Type: Unpaid. Mileage reimbursement available for specific internships

Agency Description: Refugee Services of Texas, Inc (RST) is a non-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 located 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, education, and guidance to ensure their success in leading self-sufficient lives in Texas.

Summary: This position is open to college students interested in supporting refugees with early employment and career development services so that they may become economically self-sufficient and integrate successfully into their new community. Interns will gain a range of professional and administrative skills, an understanding of the U.S. Refugee Program and the various domestic and international policies influencing refugee resettlement as well as refugee employment. The internship is without stipends but does reimburse for mileage for specific internships.

Duties

- Assess clients' employability and assist with resume building and email creation
- Identify job opportunities, assist with application completion, coordinate interviews, advocate for clients and follow up with employers.
- Assist in coordinating job readiness class sessions and in presenting to groups of clients on matters related to US work culture, job search, interviewing skills, benefits, professionalism, and job retention
- Provide or coordinate on-the-job interpretation services as needed
- Maintain a high level of organization in documenting activities within client case files and computer databases, ensure accuracy and compliance within program guidelines and confirm timely delivery of services
- Perform other duties as assigned

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 availability to dallas@rstx.org with subject line Employment Program Internship. ***Please inquire about details if academic credit is desired.***