



**Internship Position:** Administrative Intern

**Organization Name and Location:** Refugee Services of Texas, San Antonio

**Hours per Week:** Minimum 15-20 Hours

**Length:** Spring Semester

**Compensation Type:** Unpaid

**Agency Description:** Refugee Services of Texas, Inc (RST) was founded in 1978 and is a non-profit social service agency dedicated to resettling and providing social services to refugees and other displaced persons. RST Fort Worth resettles refugees from thirty different countries of origin with the majority of clientele currently originating from Afghanistan, Burma, the Democratic Republic of Congo (DRC), Iraq, and Somalia. RST's mission is to provide quality services guided by principles of human compassion and dignity.

**Internship Description:**

**Duties:**

- General administrative duties
- Supporting Case Managers with tasks for vulnerable populations
- Managing the lobby & greeting clients/guests as they arrive
- Managing the phone line & transferring to staff extensions
- Facilitate new client paperwork
- Assist with tracking and managing donations

**Qualifications:**

- Enjoy working as a team member as well as independently
- Openness to take on projects as they arise
- Willingness & flexibility to work with diverse populations
- Must be able to dedicate at least 15 hours a week to the position
- Fluency in Spanish, Arabic, Burmese, Dari/Farsi, or Pashto is a plus, although not a requirement

**Application Instructions:**

For consideration, please submit a resume, cover letter, and availability to [sanantonio@rstx.org](mailto:sanantonio@rstx.org) with subject line Administrative Internship Application. Please inquire about details if academic credit is desired.