



**Internship Position:** Graphic Content & Communications Internship

**Organization:** Refugee Services of Texas, Austin

**Reports to:** Miranda Roberts: Development and Communications Coordinator

**Hours per Week:** 10-15 hours

**Length:** Minimum 1 semester

**Start Date:** Open start date

**Agency Description:** Guided by the principles of human compassion and dignity, Refugee Services of Texas welcomes refugees, asylees, survivors of trafficking, immigrants, and other displaced people and supports them in integrating and thriving in their new communities.

**Internship Description:** RST is seeking a Graphic Content & Communications intern to help initiate, develop, execute and manage a comprehensive marketing and communications program by helping create program information materials and send solicitation letters for the purpose of raising resources, contributions and volunteers for newly resettled refugees and other displaced persons to support self-sufficiency in the communities RST serves across Texas.

**Responsibilities:**

- Assist with electronic newsletter writing, formatting and editing
- Take videos and photos of RST events for social media and website
- Assist with website updates and maintenance
- Assist with blog content and topics
- Assist with graphic design work and social media planning
- Analyze social media insights and metrics
- Assist with special events throughout the year
- Assist in the coordination of fundraising events and giving campaigns
- Other duties as assigned, as well as night and weekend work (based on fundraising events)

**Skills Required:**

- Desire to learn more about marketing, fundraising and philanthropy
- Strong writing skills and basic photography skills
- Strong graphic design skills using Canva, Adobe Photoshop, Illustrator and creative suite
- Strong computer skills in using Google Applications
- Excellent organizational, oral and written communication skills and interpersonal skills
- Self-motivated, patient, reliable, flexible, creative and detail-oriented

**This internship is for two open positions. If interested, please email a cover letter and resume to Miranda at [mroberts@rstx.org](mailto:mroberts@rstx.org).**