In-home English and Special Projects Volunteer Program Internship

**Internship Position:** In-home English and Special Projects Volunteer Program Internship  
**Organization Name:** Refugee Services of Texas, Austin  
**Number of openings:** 1  
**Hours per Week:** 25-30  
**Length:** Dependent on length of internship requirements – minimum of 1 semester (non-negotiable)  
**Compensation Type:** Unpaid. Mileage reimbursement available for specific internships

**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:** RST is seeking Undergraduate and/or Master's-Level Intern to assist with their Volunteer In-Home English Program and other special volunteer projects. The internship requires a minimum of 25 hours a week for one full semester, depending on time/educational requirements. Internship duties consist of assisting the Volunteer Coordinator with coordinating the In-Home English Program, Women’s Sewing Collective, and more. Interns will utilize interpersonal and communication skills and gain an understanding of the U.S. Refugee program and the various domestic and international policies influencing refugee resettlement. Work involves close coordination with other RST teams, including Resettlement, Employment and Intensive Case Management teams. The internship is without stipends does reimburse for mileage. This internship would be a good opportunity for those interested in leading volunteers and teaching English as a second language. Experience or TEFL certification is a plus. Excellent interpersonal skills and communication skills are necessary. Fluency in a second language is not required but highly valued (with an emphasis on Swahili, Kinyarwanda, Pashto, and Farsi).
Duties
● Communicate directly with clients to coordinate meeting times based on availability of both the client and the volunteer for English sessions
● Coordinate and conduct English teacher volunteer orientation, 6 week mark meeting, and wrap up meetings
● Facilitate the coordination of a bimonthly Women’s Sewing Collective, including calling to remind clients and emailing volunteers details
● Effectively and promptly communicate with volunteers via email
● Collect, monitor, and report pre and post tests from English classes
● Update databases with client information, 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. Car or reliable transportation, proof of insurance, valid driver’s license, and willingness to drive clients in personal car are required.

Skills:
Skills include proficiency in GoogleSuite, 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 austin@rstx.org with subject line In-home English and Special Projects Volunteer Program Internship. Please inquire about details if academic credit is desired.