



Employment Program Internship

Internship Position: Employment Program Internship

Organization Name: Refugee Services of Texas, Dallas

Number of openings: 1-2

Hours per Week: 16-32

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 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 Interns to assist with their Employment Program. The internship requires a minimum of 16 hours a week for one full semester, depending on time/educational requirements. Internship duties consist of assisting newly arrived individuals with job development, job search, applying for jobs, going to job interviews, or other services related to helping clients find employment and attain self-sufficiency in the United States. Duties also include program evaluation and development, as well as administrative assistance in running a social-services organization. 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. The internship is without stipends but does reimburse for mileage.

Duties

- Assess clients' employability and assist with resume building and job search
- Identify job opportunities, assist with application completion, coordinate interviews, advocate for clients and follow-up with employers
- Coordinate job readiness class sessions and present 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. Car, proof of insurance, valid driver's license, and willingness to drive clients in personal car are 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.***