



**Internship Position:** Volunteer Program Internship

**Organization Name:** Refugee Services of Texas in Austin

**Hours per Week:** 15-30 hours

**Length:** Minimum 1 semester

**Start Date:** Fall, Spring and Summer Semester(s)

**Compensation Type:** No stipend

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

**Internship Description:** This position is open to both students and members of the community who are wanting to learn about the nonprofit world, volunteer and event management and working cross culturally.

**Responsibilities:**

1. Assist the Volunteer Coordinator with volunteer management and donation tracking
2. Research and develop new volunteer opportunities
3. Establish and promote a proactive culture that emphasizes building relationships, continuous improvement, and ongoing learning
4. Give presentations about volunteer opportunities to the community and assist in volunteer orientation/training
5. Aide in volunteer events and activities such as apartment set up, resume workshops, volunteer meetings, etc.
6. Participate in at least 2 tabling events throughout internship

**Qualifications:**

1. Professionalism, and willingness to work with diverse populations
2. Familiarity with refugee issues
3. Computer competency
4. Excellent organizational skills
5. Ability to meet deadlines
6. Effective verbal and written communication skills

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