



Internship Position: Resettlement Intern

Organization Name and Location: Austin

Hours per Week: 15-30

Length: Preferably a minimum of 4 months

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:

- Support case managers with day-to-day duties
- Administrative assistance
- Assisting with cultural orientations

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 is preferred, though not required. Car, proof of insurance, valid driver's license, and willingness to drive clients in personal car are required.

Skills:

Computer competency, experience with Microsoft Excel or Google Sheets, organizational skills, 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 Iramirez@rstx.org with subject line Resettlement Internship. Please inquire about details if academic credit is desired.