



Internship Position: Survivors of Trafficking Empowerment Program Internship

Organization Name and Location: Refugee Services of Texas, Austin

Hours per Week: Minimum 16 hours

Length: Minimum 1 semester

Compensation Type: No stipend, mileage reimbursement not available

Agency Description: Refugee Services of Texas, Inc (RST) was founded in 1978 and is a non-profit social service agency. Guided by the principles of human compassion and dignity, RST welcomes refugees, immigrants, and other displaced people and supports them in integrating and thriving in their new communities.

The Survivors of Trafficking Empowerment Program (STEP) provides holistic, trauma-informed case management and crisis response to survivors of sex and labor trafficking and other violent crimes, including sexual assault, domestic abuse, stalking, and wage theft. STEP serves both domestic and foreign-born survivors, regardless of age, sex, religion, or immigration status.

Internship Description: As a STEP intern, you will gain experience working with vulnerable populations and opportunities to shadow our incredible case managers. You will also have the opportunity to work alongside a diverse staff within a growing organization.

Duties:

- Support case managers with their day-to-day duties. This may include transportation of clients to appointments and community resources.
- Manage and itemize in-kind donations from the community and guarantee efficient, documented distribution to clients
- Assist in community outreach and human trafficking awareness events
- Support the STEP Case Managers with data entry and file preparation
- Maintain client confidentiality and abide by all agency policies
- Participate in trainings as requested
- Maintain regular and as required communication with the STEP team and supervisor

Qualifications:

- High English language proficiency and fluency in Spanish preferred
- Experience working with diverse populations desired

- Must have reliable transportation and maintain valid driver's license and insurance coverage for vehicle

Skills:

- Must have excellent communication skills both verbal and written
- Must be flexible, capable of working independently under pressure with deadlines and managing multiple priorities
- Computer proficient including Microsoft Office applications (Word, Excel, and Outlook)

Application Instructions:

For consideration, please submit a resume, cover letter, and availability to austin@rstx.org with subject line STEP Internship. Please inquire about details if academic credit is desired.