



Internship Position: Support Specialist Internship
Organization Name: Refugee Services of Texas, Houston
Hours per Week: Minimum 15-20 hours
Length: Minimum 1 semester
Start Date: Fall, Spring and Summer Semester(s)

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.

Responsibilities include:

- General administrative duties
- Supporting Case Managers with tasks for vulnerable populations
- Managing the lobby & greeting clients/guests as they arrive
- Managing the phone line & transferring to staff extensions
- Facilitate new client paperwork

Qualifications:

- Enjoy working as a team member as well as independently
- Openness to take on projects as they arise
- Willingness & Flexibility to work with diverse populations
- Must be able to dedicate **at least** 15 hours a week to the position
- Fluency in Spanish, Arabic, Burmese, Dari/Farsi, or Pashto is a plus, although not a requirement

As an intern with Refugee Services of Texas, you will gain incredible experience working with some of the most vulnerable population groups in Houston. You will also have the opportunity to work alongside a diverse staff within a growing organization.

This is an unpaid internship. For consideration please submit a resume and cover letter with the subject line Support Specialist Internship to houston@rstx.org