



Education Intern

Internship Position:	Education Intern
Organization Name:	Refugee Services of Texas, Fort Worth
Hours per Week:	Minimum 15hrs
Length:	Minimum 1 semester
Compensation Type:	Unpaid. Mileage reimbursement available for specific internships

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: RST is seeking Undergraduate and Master's-Level Interns to assist with their refugee English as a Second Language program. Internship duties consist of assisting newly-arrived individuals with addressing barriers to ESL attendance, helping with curriculum, and community integration. Intern may assist clients through gauging interest in new classes, referral to other ESL programs, or other services related to helping refugee clients 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 U.S. refugee programming, and the various domestic and international policies influencing refugee resettlement.

Duties:

- Assist in the coordination of services for refugee clients: attendance management, barrier removal, and English language assessments.
- Coordinate outreach and present individual refugee clients on matters of new English language classes, English language activities, and other various needs.
- Interact with city and state agencies and representatives as well as other non-profits in order to secure services for clients.
- Transport clients to and from appointments and related activities.
- Maintain a high level of organization in documenting activities within client case files and computer databases.
- Mentor a newly arrived family or individual, which will involve meeting with the family or individual for one hour every week.

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, insurance, valid driver's license, and willingness to drive clients in personal car are required.

Skills: Skills include 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. *Ability to speak in Dari, Pashto, Swahili, French, Spanish or Burmese is preferred but not required.*

Application Instructions:

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