



**Internship Position:** Marketing and Communications Internship

**Organization:** Refugee Services of Texas, Austin

**Reports to:** Miranda Roberts: Development and Communications Coordinator

**Hours per Week:** 16 - 24 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.

**Internship Description:** Initiate, develop, execute and manage a comprehensive marketing and communications program at the Refugee Services of Texas, Austin Service Center. Create program information materials, posted and email news and solicitation letters for the purpose of raising resources, contributions and volunteers for newly resettled refugees and other displaced persons to support self-sufficiency in the Austin, TX area.

**Responsibilities:**

- Assist with electronic newsletter writing, formatting and editing
- Manage media tracking data
- Maintain the organization's media and communications list.
- Take videos and photos of RST events for social media and website
- Assist with website updates and maintenance
- Assist with blog content and topics
- Assist with graphic design work and social media planning
- Analyze social media insights and metrics, help design Editorial Calendar
- Assist with special events throughout the year
- Assist in the coordination of fundraising events and giving campaigns
- Other duties as assigned, as well as night and weekend work (based on fundraising events)

**Skills Required:**

- Desire to learn more about marketing, fundraising and philanthropy
- Strong writing skills and basic photography skills
- Strong graphic design skills
- Strong computer skills in using Google Applications
- Excellent organizational, oral and written communication skills and interpersonal skills
- Self-motivated, patient, reliable, flexible, creative and detail-oriented

If interested, please email a cover letter and resume to Miranda at [mroberts@rstx.org](mailto:mroberts@rstx.org).