



Match Grant (MG) Program Internship

Internship Position: Match Grant (MG) Program Internship

Organization Name: Refugee Services of Texas, Austin

Number of openings: 1

Hours per Week: 12-20 hours, flexible

Length: Summer, Fall and Spring semester(s) – preferably a minimum of 1 semester (negotiable)

Compensation Type: Unpaid. Mileage reimbursement available for specific internships

Agency Description: Refugee Services of Texas, Inc (RST) is a not-for profit social service agency guided by the principles of human compassion and dignity committed to providing quality services for refugees asylees, and survivors of trafficking. The five RST offices throughout the state provide resettlement services and programs designed for the local communities we serve. Working in partnership with faith-based communities, businesses, and volunteers, we provide our clients with resources, referrals, education, and guidance to ensure their success in leading self-sufficient lives in Texas.

Summary: RST is seeking Undergraduate and/or Master's-Level Intern(s) to assist with the Match Grant (MG) Program. The internship requires a minimum of 12 hours a week for one full semester, depending on time/educational requirements. Internship duties consist of assisting with orientation and enrollment of eligible individuals into the Match Grant program. Intern will work closely with the Match Grant Coordinator and programs team for verification of client eligibility and compliance. 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 the U.S. Refugee Program and the various domestic and international policies influencing refugee resettlement. The internship is without stipends but does reimburse for mileage.

**Duties**

1. Assist in the provision of MG program orientation, prepare documents, schedule client appointments and create monthly MG reports.
2. Provide intake and orientation for all eligible clients
3. Assist with enrolling clients in MG program; Notify USCRI of changes in cases as needed
4. Maintain timely case notes and case files per program requirements; Review client files and ensure all necessary documents are present
5. Enter client data into the RST and state databases in a timely manner as directed
6. Maintain a high level of organization in documenting activities within client case files and computer databases
7. Other duties as assigned

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.

Skills:

Skills include proficiency in Microsoft Excel, 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.

Application Instructions: For consideration, please submit a resume, cover letter and availability to austin@rstx.org with subject line Match Grant (MG) Program Internship. *Please inquire about details if academic credit is desired.*