



**Internship Position:** Survivor of Trafficking Empowerment Program Intern  
**Organization Name:** Refugee Services of Texas, Austin  
**Hours per Week:** Minimum 16 hours  
**Length:** Minimum 1 semester  
**Dates offered:** Summer, fall and spring semester(s)  
**Compensation Type:** No stipend, Mileage reimbursement not available

**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:**

- Manage and itemize in-kind donations from the community and guarantee efficient, documented distribution to clients
- Support case managers with their day-to-day duties. This may include transportation of clients to appointments and community resources
- Support the STEP Case Managers with data entry and file preparation
- Maintain client confidentiality and abide by all agency policies
- Conduct and assist with HT101 trainings
- Participate in trainings as requested
- Maintain regular and as required communication with the STEP Case Managers

**Qualifications:**

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

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

As an intern with Refugee Services of Texas, you will gain incredible experience working with some of the most vulnerable population groups in Austin. You will also have the opportunity to work alongside a diverse staff within a growing organization. **All intern applicants must go through a background check before starting position.**

*This is an unpaid internship.* For consideration please submit a resume and cover letter with the subject line STEP Internship to [austin@rstx.org](mailto:austin@rstx.org)