



Internship Position: Unaccompanied Children
Organization Name: Refugee Services of Texas, Houston
Hours per Week: Minimum 16 hours
Length: Minimum 1 semester
Start Date: Fall, Spring, and Summer Semesters

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:

- Support Case Managers with tasks for vulnerable populations
- Developing new volunteer activities and events
- Research and organize community resources
- Explore educational trainings that will benefit the UAC Program
- General administrative duties

Qualifications:

- Enjoy working as a team member as well as independently
- Openness to take on projects as they arise
- Knowledge of Windows-Office Suite Software and US+PS mail systems
- Phone Etiquette
- Must be able to dedicate at least 16 hours a week to the position
- Spanish is 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 Unaccompanied Children Internship to Houston@rstx.org