



**Internship Position:** Volunteer Management Internship  
**Organization Name:** RST, 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.

**Internship Description:** This position is open to students who are wanting to learn about the non-profit world, volunteer management and working cross-culturally.

**Responsibilities:**

- Assist the Volunteer Coordinator with volunteer management and donation tracking
- Research and develop new volunteer opportunities
- Establish and promote a proactive culture that emphasizes building relationships, continuous improvement, and ongoing learning
- Give presentations about volunteer opportunities and assist in volunteer orientation
- Aide in volunteer events and activities such as apartment set up, resume workshops or mentor meetings

**Qualifications:**

- Professionalism, and willingness to work with diverse populations
- Familiarity with refugee issues
- Computer competency
- Excellent organizational skills
- Ability to meet deadlines
- Effective verbal and written communication skills

**Application Instructions:** For consideration, please submit a resume, cover letter and availability to [Houston@rstx.org](mailto:Houston@rstx.org) with subject line Volunteer Internship. Please inquire about details if academic credit is desired.