



AFSSA
ASIAN FAMILY SUPPORT SERVICES OF AUSTIN

Summer Internship

Started in 1992, Asian Family Support Services of Austin is a non-profit organization that helps and empowers Asian survivors of domestic violence, sexual violence and human trafficking, improves their access to services and increases community awareness of various forms of gender-based violence and oppression. AFSSA is committed to providing the highest quality, client centered and strength based services.

Position Summary: The *Hotline Intern* will be responsible for updating a resource guide to ensure staff members have up to date information on community services and resources. The resource guide should capture information such as medical, legal, housing, immigration, language access available for domestic violence and sexual assault survivors within the greater Austin area. This position will directly report to the *Hotline Manager*.

Essential Job Functions:

- Hotline intern will contact partner agencies to update contact information for new programs available within their services
- Utilize DS staff personal list of contacts to add in the resource guide
- Adhere to all agency, state and federal policies and regulations including confidentiality
- Attend various agency meetings as required including staff, direct service and supervision meetings
- Maintains knowledge of current AFSSA and community resources.
- To make resource guide available in wiki or AFSSA's website
- Perform other programmatic and agency duties as assigned by Hotline Manager

Requirement:

- This is an unpaid part-time internship program which **starts on June 5th and ends on August 25th**
- Hotline intern is expected to work a total of **15 hrs per week (10hrs at home and 5hrs in the office)**
- Maintain client's confidentiality
- Abide by AFSSA's policies and regulations

Knowledge/Skills: Confidentiality; Listening Skills; Knowledge of community resources and referral numbers; excel/ Microsoft office proficiency; excellence databases skills; Understanding of services provided by AFSSA.

*Please send resumes to AFSSA at **info@afssaustin.org** or **P.O. Box 14234, Austin, TX 78761**. For more information, visit **www.afssaustin.org** No phone inquiries.*

AFSSA is an equal opportunity employer and does not discriminate on the basis of age, sex, race, language, ethnicity, religion, national origin, marital status, sexual orientation, gender, gender identity/expression or status as a disabled veteran.