

ADMINISTRATIVE INTERN - CRISIS SERVICES

PART-TIME INTERNSHIP

Overview:

AFSSA (Asian Family Support Services of Austin) is looking for a dedicated administrative Intern (Part Time) to join our Direct Services Team. This position will gain direct experience in nonprofit management and operations.

Essential Duties & Skills:

- Experience with Microsoft Suite, Slack, or similar software
- Strong writing and communication skills
- Interest in Domestic & Sexual Violence Services, Culturally Specific Services
- Ability to work with Direct Services Team on program planning & administration
- Ability to complete large amounts of data entry
- Research local resources and opportunities for service partnership
- Ability to absorb and interpret information in order to work independently

The Details:

Unpaid, opportunity for credit in college courses

10 hours/week, with flexible scheduling and potential to work remotely

Potential to extend an additional semester

Preferred Skills:

- Experience w/ Asana or similar project management platform
- Experience with Cognito Forms or similar form creation platform

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

**ASIAN FAMILY SUPPORT
SERVICES OF AUSTIN**