

About Asian Family Support Services of Austin (AFSSA)

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven professionals who are passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian and immigrant survivors of sexual violence, domestic violence, and human trafficking by improving their access to services, and increasing the community's awareness of the various forms of gender-based violence and oppression.

Community Events Intern Position Summary

The Community Events Intern supports the Community Education and Outreach Manager as part of the Community Education, Prevention, and Outreach (CE/P/O) team. This role focuses on the planning and execution of community events such as awareness campaigns, open mic nights, and the annual Prevention Summit. Community Events Interns support logistics and event coordination, while gaining hands-on experience in community-based harm reduction programming. Ideal candidates are enthusiastic about engaging with diverse communities, organized, and eager to learn more about community outreach and public health education.

Key Responsibilities

- Participate in staff and team meetings (in-person and virtual as needed).
- Collaborate closely with the Prevention and Outreach team to support CE/P/O initiatives.
- Coordinate with venues, vendors, and partners for community events.
- Track event attendance, community feedback, and overall programming impact.
- Provide logistical and administrative support before, during, and after events.
- Conduct outreach to potential partners for community programming and collaborations.
- Represent the agency at community events to support outreach efforts.
- Assist with social media and digital outreach to strengthen community education efforts.
- Complete additional tasks as assigned by the Community Education and Outreach Manager.
- Log all internship hours in AFSSA's volunteer and internship database.

Required Skills

- Excellent verbal and written communication skills
- Excellent organizational skills, time management, and attention to detail
- Ability to complete projects independently
- Proficiency with Microsoft Office Suite, Slack, Asana
- Knowledge of and respect for domestic/sexual violence issues and survivors, Asian cultures
- Eager to learn about prevention work and community engagement

Position Details

- 12 hours per week, hours flexible during business hours (8 am – 5 pm)
- Hybrid position with in-person availability required
- Position starting Fall 2025, continuing through Spring and Summer
- Open to UT Work-Study students or students from any university receiving course credit

- Position unpaid unless funded by UT [Federal Work-Study grant](#)