

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.

Data Intern Position Summary

The Data Intern assists the Program Data and Grants Coordinator with tracking and analyzing data from the organization's programs and services, as well as supporting other administrative tasks. They are highly detail oriented and motivated to learn about data collection, management, and analysis, and non-profit administration.

Activities & Responsibilities

- Attend staff or team meetings in-person and virtually as necessary
- Learn agency database to support in pulling reports that inform grant reporting and organizational activities
- Understand confidentiality protocols with working with sensitive client data
- Assist with data cleaning to help maintain data accuracy
- Research external data sources to support grant narratives
- Collaborate with AFSSA's teams to understand organizational data needs
- Maintain privacy of client information, exercise discretion and judgement in communication
- Other duties as assigned by the Program Data and Grants Coordinator
- Log all hours into AFSSA's volunteer and internship database

Required Skills

- Experience with Excel, data collection, management, and analysis
- Database experience preferred
- 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 non-profit development and administration

Position Details

- 15-20 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](#)