

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.

Legal Advocacy Intern Position Summary

The Legal Advocacy Intern supports the Legal Advocacy Coordinator in providing culturally grounded and trauma-informed supportive client services for survivors of domestic violence, sexual violence, and human trafficking. Legal Advocacy Interns will work closely with the Legal Advocacy Coordinator and Direct Services Advocates to help survivors lead a safe, healthy, independent, and abuse-free life with supportive and culture-sensitive legal advocacy and support.

Activities and Responsibilities

- Attend staff or team meetings in-person and virtually as necessary
- Biweekly 1:1 with supervisor
- Organizing case files
- Conducting follow-up calls with clients on behalf of staff
- Multiple hotline shifts per week
- Supporting preparations for client intakes, sitting in on intakes, preparing case files after intake
- Providing partial case management
- Conducting evaluation of client needs and finding resources
- Communications with community agencies to build or maintain strong partnerships
- Support client drives and event coordination
- Data entry of all services provided in VELA
- Log all hours into AFSSA's internship database in addition to school timesheets

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 legal processes and advocacy
- Strong understanding of confidentiality

Position Details

- 12 hours per week, hours flexible during business hours (8 am – 5 pm)
- Completion of a 40-hour Core Advocacy Training sequence at the beginning of the internship

- 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](#)