

## **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 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.

## **AFSSA Public Policy Intern**

The Public Policy Intern assists the Public Policy Fellow and Communications Team with tracking and analyzing data, monitoring policy, as well as assisting with AFSSA's statewide coalition and other administrative tasks as assigned. They are highly detail oriented and motivated to learn about policy and legislative advocacy.

## **Activities & Responsibilities**

- Attend staff or team meetings in-person and virtually as necessary
- Support Public Policy Fellow in creating and updating data workbooks
- Support agency social media efforts for our statewide coalition
- Support communication team efforts internally and externally
- Attention to new and ongoing policy proposals, progress and keeping up with current events
- Preparation for coalition meetings including drafting emails, creating presentations, etc.
- Taking minutes at coalition meetings
- Attend community events as required to support agency outreach
- Conduct policy tracking for AFSSA's Prevention Summit
- Participation in language access groups
- Additional support tasks as requested by the Public Policy Fellow
- Log all hours into 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 non-profit administration and engagement with policy

## **Position Details**

- 15 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](#)