

About Asian Family Support Services of Austin (AFSSA)

AFSSA is a non-profit organization located in Austin, Texas with a staff of over forty 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 and Operations Intern Position Summary

The Data and Operations Intern assists the Operations Team, consisting of the Operations Director, Data and Grants Coordinator, Agency Operations Coordinator, and Volunteer and Intern Program Coordinator. The Data and Operations Intern will support various operational and administrative needs, such as tracking and analyzing data from programs and services, supporting grant reporting, assisting documentation and communication processes, and other administrative tasks as needed. This role is ideal for someone who is highly detail oriented, motivated to learn about program coordination, data collection and grant reporting, as well as interested in gaining experience in non-profit administration.

Activities & Responsibilities

- Attend and support preparation for staff meetings in-person and virtually
- Learn agency database and grant sources to support in pulling data that inform grant reporting and organizational activities
- Understand confidentiality protocols with working with sensitive client and organizational data
- Support with program coordination, including planning, documentation, and communication
- Attend to the office environment and systems needs as necessary
- Assist agency-wide scheduling and communication efforts, through the agency calendar, reminders, internal announcements, and contact lists
- Collaborate with AFSSA's teams to understand organizational operations needs
- Maintain privacy of client information, exercise discretion and judgement in communication
- Other duties as assigned by the Program Data and Grants Coordinator
- Submit monthly timesheets logging all internship hours

Required Skills

- Experience with Excel, data collection, management, and analysis
- Administrative 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
- **Preferred background in Public Health, Social Work, Data Science, Data Management, and/or other Social Sciences**

Position Details

- 15-20 hours per week, hours flexible during business hours (8 am – 5 pm) with required availability on Monday and Friday mornings
- Hybrid position with in-person availability required
- Position starting Summer 2026, with potential to continue in Fall 2026 and Spring 2027
- Open to students from any university receiving course credit
- Position unpaid unless funded by UT [Federal Work-Study grant](#)