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 Grants Intern Position Summary

The Data and Grants Intern assists the Program Data and Grants Coordinator with tracking and analyzing data from the organization's programs and services, supporting grant reporting activities, and contributing research to strengthen grant narratives. They will also assist with other administrative tasks as needed. This role is ideal for someone who is highly detail oriented, motivated to learn about grants and data collection, management, and analysis, as interested in gaining experience in non-profit and grants 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
- Develop an understanding of AFSSA's grant sources
- 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
- **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)

- Hybrid position with in-person availability required
- Position starting Spring 2027, with potential to continue in Summer 2027
- Open to students from any university receiving course credit
- Position unpaid unless funded by UT Federal Work-Study grant