



**Internship Position:** Advocacy Coordinator  
**Organization:** RST, Fort Worth  
**Hours per week:** Minimum 15hrs  
**Length:** Minimum 1 semester  
**Compensation Type:** No stipend, Mileage reimbursement available

**Agency Description:** Refugee services of Texas, Inc. (RST) was founded in 1978 and is a non-profit social service agency dedicated to resettling and providing social services to refugees and other displaced persons. RST Fort Worth resettles refugees from thirty different countries of origin with the majority of clientele currently originating from Afghanistan, Burma, Bhutan, the Democratic Republic of Congo (DRC), Iraq, and Somalia. RST's mission is to provide quality services guided by principles of human compassion and dignity.

**Overview:** Assist Fort Worth Area Director in designing, planning and implementing advocacy strategies in order to create awareness, develop and disseminate information to the general public, local and state government officials, NGOs and other key players

**Responsibilities:**

1. Reach out to and schedule appointments with local and state representatives and Senators
2. Serve as a liaison between National Affiliate offices and RST FW Area Director to determine current legislation campaigns and needs
3. Work closely with colleagues to ensure that challenging communication and advocacy targets are met
4. Determine new target audiences to reach out to with advocacy messages in order to create new opportunities for partnerships and support
5. Collaborate with RST FW Director in designing, planning and implementing possible advocacy events
6. Prepare and submit weekly progress reports to RST FW Director, including summary of activities, issues and concerns and recommendations for improvement
7. Assist in any other related administrative and/or management responsibilities assigned by director
8. Mentor a newly arrived family or individual, duties may include:
  - a. Meet with your family/individual one to two times per week for a total of 3 hrs.
  - b. Transportation to appointments, filling out client centered documents, teaching ESL, sharing American culture, introducing them to Fort Worth.
  - c. Assist in the coordination of services, including: housing, medical appointments, job training, inter-agency referrals, and crises intervention.
  - d. Work closely with Case Managers and maintain a high level of organization in documenting activities within client case files and computer databases.

**Qualifications:** Applicant should be mature, self-starting, have a willingness to work with diverse populations and comfortable working within a fast-paced environment and with little supervision.

**Skills:** Skills include computer competency, excellent organizational skills, ability to meet deadlines, and effective verbal and written communication skills.

**How to Apply:**

Please submit a resume, cover letter and availability to: [fortworth@rstx.org](mailto:fortworth@rstx.org)