

## **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.

## **Prevention Intern Position Summary**

The Prevention Intern assists the Community Education and Outreach Manager as a part of the Community Education, Prevention, and Outreach (CE/P/O) team with prevention advocacy, tracking community responsiveness to programming, and attending and supporting with outreach events. They are eager to engage with community members and motivated to learn about non-profit prevention and outreach.

## **Activities & Responsibilities**

- Attend staff or team meetings in-person and virtually as necessary
- Support CE/P/O team efforts by working closely with the Prevention Advocate
- Updating and creating curriculum for community programming
- Taking notes on event attendance, community responsiveness, and programming success
- Support with administrative tasks and coordination
- Outreach and connect with potential partners for prevention programs
- Shadow and collaborate with CE/P/O staff to brainstorm prevention strategies
- Attend community events as required to support agency outreach
- Support agency social media efforts to improve education and outreach
- Additional support tasks as requested by the Community Education and Outreach Manager
- 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 prevention work and community engagement

## **Position Details**

- 12 hours per week, hours flexible during business hours (8 am – 5 pm)
- Hybrid position with in-person availability required
- Position starting Summer 2025, continuing through Fall and Spring
- Open to UT Work-Study students or students receiving internship course credit
- Position unpaid unless funded by UT [Federal Work-Study grant](#)