

Servant Leadership Summer Internship Placement Site Job Description Information Sheet Summer 2024

Organization Name: New American Pathways

Address: 2300 Henderson Mill Road Suite 200 Atlanta 30345

Phone: 404-299-6099

Web site: newamericanpathways.org

Internship Supervisor: Babita Verma

Supervisor's contact information including e-mail.
B.verma@newamericanpathways.org, 470 757 7034

Organization's Mission Statement: Helping Refugees and Georgia Thrive

Summary of organization's primary programs and services:

New American Pathways is a local 501(c)3 nonprofit that helps refugees from the moment of arrival in Georgia through their journey to citizenship. Our specially designed programs provide proven pathways for refugees and other immigrants to realize their full potential and dreams as they build new lives. Our comprehensive model is unique. We begin with resettlement services and offer steady guidance and advocacy for each family as they pursue jobs, education, cultural integration, individual and female empowerment, and whatever each person needs on their pathway to succeed. By matching peoples' unique assets with opportunities in the community, we ensure that each new American we serve can succeed, strengthen the American workforce, and help Georgia thrive.

Intern's title: Service and Volunteerism Intern

Number of interns requested: 1

Internship project/job description (please include a virtual/socially distanced option if possible):

- Assist service, operations, and development programs throughout service
- Initiate projects to advance the department as needed
- Assist with volunteer event planning and coordinating
- Build event marketing materials
- Liaise with program staff and service team on needs

- Attend department meetings
- Attend and assist with volunteer orientations
- Draft emails, communications and correspondence for volunteer engagement
- Perform general clerical duties to include but not limited to photocopying and filing
- Work on special projects for Advancement team and other duties as assigned

Qualifications:

- Strong organization skills; the ability to multitask and maintain focus in a fast-paced environment
- Basic computer skills (MS Office, Word, Excel, PowerPoint, Outlook)
- Decisive and able to work with minimal supervision
- Submit to criminal background check
- Sensitivity to cultural, ethnic and religious diversity
- Comfortable working in a multicultural setting
- Interest in working in a nonprofit organization and in the refugee community
- Strong written and oral communication skills

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

Background check is required

Will the internship require that the student have a car?

A car is not required but preferable.

Is placement site accessible by public transit or other transportation options?

Yes