Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2017

Organization Name: New American Pathways

Address: 2300 Henderson Mill Road, Atlanta GA 30345
Phone: 404-299-6099 ext 239
Fax: 404-622-3321
Web site: www.newamericanpathways.org

Internship Supervisor: Lesley Ramchandani

Supervisor’s e-mail: L.Ramchandani@newamericanpathways.org

Organization’s Mission Statement:
New American Pathways is here to welcome and serve refugees arriving in Georgia -- throughout their journey to citizenship.

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: Immigration Intern

Number of interns requested: 1

Internship project/job description:
This position is intended to provide qualified interns with opportunities to learn through experience about various aspects of processing immigration benefits. Intern will support the Immigration Services Staff with the paperwork and follow-up involved in applying for immigration benefits.

- Assists in maintaining paper and electronic files for immigration applications
- Assists in completing documentation including but not limited to case notes, client and outside agency correspondence
- Assists in contacting clients regarding the processing of their immigration applications
- Uses various resources that may include internet and immigration regulations to complete departmental research
- Completes other tasks as assigned

**Qualifications:**
- Communication skills that include the ability to converse with people of various backgrounds and cultures; the ability to speak patiently and respectfully, remembering that many clients have limited knowledge of English language
- Ability to communicate with Spanish-speaking clients (preferred)
- Ability to express one’s thoughts clearly and succinctly through written word
- Ability to pay careful attention to detail in applications and written word
- Interest in and passion for the immigration process and service delivery at the client level
- Innovation and resourcefulness; the ability to maintain focus on the “big picture” while understanding the details required to support it.

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

**Will the internship require that the student have a car?** No

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