Position Title: Event Management Intern  
Department: Advancement

This internship requires a minimum commitment of 15-20 hours per week for 4 months in the New American Pathways’ office. **The position directly supports the annual Red, White and NEW gala to be held in August, 2020 and includes support the day and night of the event.**

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.

### General Description

This position is intended to provide qualified interns with opportunities to learn through experience about nonprofit communications, fundraising and event management. In this role, the intern will apply and refine their skills related to event coordination, marketing and communications, and will learn through experience with specialized donor and event databases.

### Key Responsibilities

- Support planning and coordination of the annual Red, White and NEW gala being held Aug. 17, 2019
- Manage event auction items through catalog entry and support; liaise with Auction Committee ongoing
- Enter donation and sponsorship information into donor databases
- Draft donor acknowledgement letters
- Prepare status reports on auction items, donations and event sponsorships
- Draft emails, communications and marketing collateral
- Perform general clerical duties to include but not limited to: photocopying and filing
- Other duties as assigned

### Skills and Competencies

- Strong organization skills; the ability to multitask and maintain focus in a fast-paced environment
- Basic computer skills (MS Office, Word, Excel, PowerPoint, Outlook)
- Precise eye for detail and ability to maintain accurate records
- Strong written and oral communication skills
- Sensitivity to cultural, ethnic and religious diversity
- Must be comfortable working in a multicultural setting
- Experience with Salesforce and/or Greater Giving software preferred
- Experience providing administrative support to senior managers and board members preferred

**TO APPLY:** Interested candidates may submit their application, resume and cover letter to Hana Johnson at h.johnson@newamericanpathways.org No phone calls please. **This is a non-paid internship.**