

**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: Nancy Gaddy

Supervisor's contact information including e-mail.
n.gaddy@newamericanpathways.org , 404-299-6099

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: Advancement Intern

Number of interns requested: 1

Internship project/job description:

- Work with Chief Advancement Officer to organization and plan fall fundraising gala
- Auction Item solicitation (late May - August)
- Event Administration
 - Record keeping
 - Update spreadsheets
 - Sponsorship, auction items, crowdfunding participants

- Other as required
- Event Communications and Social Media
 - Assist with event crowdfunding page set up (July-August)
 - Social media posting (June-August)
 - Assist with email/e-blasts
 - Other as required
- Support weekly Social Media post creation and design using Canva
- Assist with supporter communications such as appeals and newsletters
- Initiate projects to advance the department as needed
- Liaise with program staff and advancement team on needs
- Attend department meetings

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)
- Advanced skills with multiple social media tools preferred, including Facebook, , Instagram, MailChimp, etc.
- Experience with InDesign and Photoshop preferred
- 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.

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

Yes