

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: Suhail Esmat

Supervisor's contact information including e-mail.

sesmat@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: Ukraine Services Intern

Number of interns requested: 1

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

Responsibilities include:

- Assists the Ukrainian Case Managers with paperwork, such as scanning, copying, and scheduling appointments, (Wednesday mornings, in-person)

- Enroll the client's children in schools (Virtually)
- Assist the Ukrainian Services Case Managers with Data Entry
- Accompany clients to their appointments if needed
- Any other task assigned by the supervisor

This is an in-person internship.

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 Ukrainian and Russian-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 serving clients and helping them to achieve their self-sufficiency goals
- 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:

Background check is required

Will the internship require that the student have a car?

A car is not required but preferred.

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

Yes