

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2022**

Organization Name: [New American Pathways](#)

Address: [2300 Henderson Mill Rd Atlanta Ga 30345 Suite 100](#)

Phone: [4042996099](#)

Website: [newamericanpathways.org](#)

Internship Supervisor: [Hana Johnson](#)

Supervisor's contact information including e-mail.

H.johnson@newamericanpathways.org

Organization's Mission Statement:

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.

Summary of organization's primary programs and services:

Our vision is for new Americans in metro Atlanta to become successful, contributing, and welcomed members of Georgia's communities. We fulfill our goals by offering a comprehensive, fully integrated continuum of services targeted to meet the specific needs of refugees and other immigrants in Georgia. Programs along the pathway to success are Resettlement, Employment, Job Counseling, English Learning support, Education and Youth tutoring and support, Family Empowerment services, Immigration Services, Civic Engagement outreach and education.

Intern's title: [Advancement and Development 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
- Draft social media posts for various platforms
- Edit current social media platforms and website to ensure content is dynamic and up-to-date
- Edit and/or redesign branded collateral as needed
- Liaise with program staff and advancement team on needs
- Attend department meetings
- Draft press releases, emails, communications and correspondence
- 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
- May be asked to substitute as a rotating member for our student program with Bright Futures

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, Twitter, Hootsuite, 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 and proof of vaccination if in person

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

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