Position Title: Community Engagement Intern

Department: Programs

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

The Community Engagement Program promotes refugee leadership development and grassroots refugee-led organization capacity strengthening. The Community Engagement Intern supports the Program through activities such as, but not limited to, organizing group trainings and one-to-one consultations, maintaining program communications via weekly email updates, and providing direct support to refugee leaders by working in the field at the determined satellite locations of refugee organizations.

KEY RESPONSIBILITIES

- Uphold the mission, vision, and values of New American Pathways and the Community Engagement Program
- Foster and maintain strong working relationships with community members, refugee leaders, and partner organizations
- Support refugee leadership and organizational development through organizing trainings, maintaining open communication with the community, and providing administrative and/or programmatic assistance to refugee-led organizations
- Collaborate with Program staff to ensure the Program and New American Pathways are effectively meeting the community’s needs
- Perform related responsibilities as required

SKILLS AND COMPETENCIES

- Comfort in multicultural settings and sensitivity to cultural, ethnic and religious diversity
- Aptitude for building relationships and making interpersonal connections
- Ability to independently and collaboratively solve problems and develop effective solutions
- Excellent organization and self-management skills
- Computer competency in MS Word, Excel, and PowerPoint
- Experience with or knowledge of refugees, immigrants, community engagement, nonprofit management, and/or Clarkston, GA preferred but not required
- Ability to work some nights and weekends preferred but not required
- Fluency in one of the languages spoken by Program participants preferred but not required