Position Title: Development Intern
Department: Advancement

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 resettlement and aspects of nonprofit development

KEY RESPONSIBILITIES

- Data entry in donor database
- Inventory in-kind donations and value
- Collaborates with development team members to create and execute volunteer and donation program development
- Draft emails, communications and correspondence
- Perform general clerical duties to include but not limited to: photocopying, faxing, and filing
- Work on special projects
- 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)
- Submit to criminal background check
- Sensitivity to cultural, ethnic and religious diversity
- Must be comfortable working in a multicultural setting
- Interest in the refugee community
- Strong computer and organization skills
- Strong written and oral communication skills
- Interest in working in a nonprofit organization
- Experience in providing administrative support to senior managers preferred