

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2026**

Organization Name: New American Pathways

Address: 2300 Henderson Mill Road Suite 200 Atlanta 30345

Phone: 470-620-5158

Web site: newamericanpathways.org

Internship Supervisor: Christopher Collier

Supervisor's contact information including e-mail. c.collier@newamericanpathways.org
470-620-5135

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: Immigration Intern

Number of interns requested: 1

Internship project/job description:

- Assists Immigration Staff and AmeriCorps Member with form filling for various immigration cases, specifically Adjustment of Status, Naturalization, and various document renewal applications.
- Contacts clients for required follow-ups, and to communicate Know-Your-Rights information when needed
- Assists the Immigration Assistant in keeping electronic case files, scanning/organizing mail, and some data entry.

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.
- Second language skills are always a plus!
- Ability to express one's thoughts clearly and succinctly through written word.
- Ability to pay careful attention to detail in applications.
- Interest in and passion for the immigration process and service delivery at the client level.
- 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, as long as the intern is able to come to the office in person for the agreed-upon service days.

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

Yes