

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

**Organization Name:** New American Pathways

**Address:** 2300 Henderson Mill Rd NE, Suite 100, Atlanta, GA 30345

**Phone:**

**Web site:** <http://www.newamericanpathways.org/>

**Internship Supervisor:** Gulzora Mirzaeva, Adult Education Coordinator

**Supervisor's contact information:** (662) 380-1601  
[gmirzaeva@newamericanpathways.org](mailto:gmirzaeva@newamericanpathways.org)

**Organization's Mission Statement:** Helping refugees and Georgia thrive

**Summary of organization's primary programs and services:**

Our services support new Americans on their individual pathways from arrival through citizenship with programs that focus on four key milestones along the pathway – safety & stability, self-sufficiency, success, and service. Programs work in concert to guide new Americans on their individual pathways to long-term success.

**Intern's title:** Curriculum and Instructional Designer, Adult Education

**Number of interns requested:** 2

**Internship project/job description** (Please detail degree to which position is in-person, virtual, or hybrid.):

**Department:** Economic Inclusion and Workforce Development

**Reports to:** Adult Education Coordinator

**Location:** Hybrid / Remote

**Type:** Internship (Part-time or Full-time, Unpaid)

The Instructional Designer Intern will focus on creating English language curriculum and lesson materials from literacy to high-intermediate levels for

adult English learners. Lessons will integrate grammar, vocabulary, speaking, listening, and reading skills aligned with workplace contexts such as housekeeping, warehouse operations, and customer service.

**Key Responsibilities:**

- Design English language lessons and activities targeting literacy, beginner, low-intermediate, and high-intermediate learners.
- Develop instructional content for reading passages, vocabulary practice, grammar explanations, and workplace communication exercises.
- Create multimedia learning aids such as visuals, scripts for audio recordings, and simplified workplace dialogues.
- Collaborate on building structured course modules within Canvas LMS.
- Review and refine instructional materials for clarity, accessibility, and cultural relevance.
- Contribute to the evaluation process by developing quizzes, review activities, and assessments.

**Qualifications:**

- Pursuing or recently completed a degree in TESOL, Applied Linguistics, English Education, Instructional Design, or related field.
- Strong knowledge of ESL instruction and adult education methodologies.
- Creative, detail-oriented, and able to simplify complex language structures.
- Experience with **Canvas LMS** or online content creation tools preferred.
- Passion for supporting refugee and immigrant learners.

**Other requirements, if any, for this position?** Background check

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

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