

**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: Carey Serafin

Supervisor's contact information including e-mail.

cserafin@newamericanpathways.org

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: Research & Evaluation Intern

Number of interns requested: 2

Internship project/job description:

- Conducting annual client feedback activities, including surveys, interviews, and focus groups.
- Analyzing client feedback data and providing recommendations on service provisions
- Assisting clients and program departments as needed

Qualifications:

- Ability to communicate effectively with people of various ethnic backgrounds in written and oral form.
- Experience collecting and analyzing quantitative and quantitative data.
- Experience creating and conducting surveys and focus groups.
- Keen attention to detail
- Proficient in Microsoft Office programs
- Excellent organizational and time-management skills
- Ability to be flexible in a high-paced environment
- Ability to maintain confidentiality while working with sensitive information.
- Self-starter with the ability to work under a minimal level of supervision
- Previous experience with case management preferred
- Experience with Salesforce preferred.
- Experience working with non-native English speakers and interpreters a plus.

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.

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

Yes