

# Servant Leadership Summer Internship Placement Site Job Description Information Sheet Summer 2023

**Organization Name:** New American Pathways

**Address:** 2300 Henderson Mill Road Suite 200 Atlanta 30345

**Phone:** 404-299-6099

**Web site:** [newamericanpathways.org](http://newamericanpathways.org)

**Internship Supervisor:** Whitney Kweskin

**Supervisor's contact information** including e-mail.

[w.kweskin@newamericanpathways.org](mailto:w.kweskin@newamericanpathways.org)

470-620-5158

**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:** 2

**Internship project/job description** (please include a virtual/socially distanced option if possible):

- Assists clients in completing applications for Temporary Protected Status and Employment Authorization
- Assists in application/form filling workshops
- Assists in overseeing volunteers at workshops and in-office meetings

- Uses various resources that may include internet and immigration regulations to complete departmental research
- Completes other tasks as assigned

This is a hybrid internship, which will include part-time in person office with one to two days virtual work from home.

**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
- Ability to communicate with Spanish-speaking clients(preferred)
- Ability to express one's thoughts clearly and succinctly through written word
- Ability to pay careful attention to detail in applications and written word
- 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.

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

Yes