

**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

Internship Supervisor: Carey Serafin

Supervisor's contact information including e-mail.

c.serafin@newamericanpathways.org; 404-299-6099 extension 236

Organization's Mission Statement: Helping Refugees and Georgia Thrive

Summary of organization's primary programs and services:

Intern's title: Research and Evaluation Intern

Number of interns requested: 1

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

The intern will work directly with the Director of Family Support Programs to collect client feedback for the purpose of evaluating New American Pathways services. The interns work will support and inform staff decision making related to program implementation and evaluation. Responsibilities include:

- Creating and conducting client feedback surveys
- Creating and conducting client focus groups
- Analyzing data and providing recommendations

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

Qualifications:

- Experience collecting and analyzing quantitative and qualitative data
- Self-starter with minimum supervision needed
- Experience working with non-native English speakers and interpreters a plus
- Excellent communication skills

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 but is preferred for ease of conducting focus groups in client communities

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

Yes