

https://newamericanpathways.org/?post_type=jobs&p=10085

ADVANCEMENT INTERN

Description

This internship requires a minimum commitment of 15-20 hours per week for 3 months in the New American Pathways' office.

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.

This position is intended to provide qualified interns with opportunities to learn through experience about key aspects of nonprofit advancement and operations.

Responsibilities

Essential Job Functions:

- Assist service, operations, and development programs throughout service
- Initiate projects to advance the department as needed
- Draft social media posts for various platforms
- Edit current social media platforms and website to ensure content is dynamic and up-to-date
- Edit and/or redesign branded collateral as needed
- Liaise with program staff and advancement team on needs
- Attend department meetings
- Draft press releases, emails, communications and correspondence
- Perform general clerical duties to include but not limited to: photocopying and filing
- Work on special projects for Advancement team and other duties as assigned
- May be asked to substitute as a rotating member for our student program with Bright Futures

Team Assist:

- Provide backup to all team members of the Finance and Human Resources Department in all capacities.

Qualifications

- Strong organization skills; the ability to multitask and maintain focus in a fast-paced environment
- Basic computer skills (MS Office, Word, Excel, PowerPoint, Outlook)
- Advanced skills with multiple social media tools preferred, including

Industry

Advancement

Employment Type

Internship

Duration of employment

3 Months

Working Hours

15-20 hours per week

Facebook, Twitter, Hootsuite, MailChimp, etc.

- Experience with InDesign and PhotoShop preferred
- Decisive and able to work with minimal supervision
- Submit to criminal background check
- Sensitivity to cultural, ethnic and religious diversity
- Comfortable working in a multicultural setting
- Interest in working in a nonprofit organization and in the refugee community
- Strong written and oral communication skills

Contacts

Interested candidates may submit their application, resume and cover letter to Waduda Muhammad at volunteerengagement@newamericanpathways.org No phone calls please. **This is a non-paid internship.**

About New American Pathways:

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