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## CIVIC ENGAGEMENT AND POLICY INTERN

### Description

This internship requires a minimum commitment of 15-20 hours per week for 4 months in the New American Pathways' office.

This position is intended to provide qualified interns with opportunities to contribute to the development of policy initiatives aimed at positively impacting Georgia's refugee and immigrant communities. The intern will focus primarily on postsecondary and workforce policy issues and will be expected to conduct research, analyze data, and draft policy briefs pertinent to the project. This position is ideal for candidates with a background in education, social sciences, and/or communication interested in utilizing their skills and knowledge to contribute to a more welcoming political and civic environment that values the contributions of refugees and immigrants in Georgia. This individual will also help contribute to the development of policy resources and presentations used in our civic leadership program and may help to facilitate the development of activities and resources utilized for the current cohort and future cohort within the program.

### Responsibilities

#### Essential Job Functions:

- Undertake research in policy issues pertinent to higher education, workforce development, and professional licensing for immigrant and refugee residents of Georgia
- Analyze research findings and maintain corresponding data
- Assist in the design and implementation of materials (infographics, policy briefs, social media postings, etc.) to be utilized in promotional and outreach efforts of policy initiatives
- Build and maintain data base of community stakeholders
- Communicate with elected and appointed officials on behalf of organization
- Work on special projects for Civic Engagement Manager and other duties as assigned

### Qualifications

- Strong organization skills; the ability to multitask and maintain focus in a fast-paced environment
- Knowledge of and/or interest in Georgia's political environment
- Basic computer skills (MS Office, Word, Excel, PowerPoint, Outlook)
- Strong public speaking skills
- Decisive and able to work with minimal supervision
- Submit to criminal background check
- Sensitivity to cultural, ethnic and religious diversity
- 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 [b.verma@newamericanpathways.org](mailto:b.verma@newamericanpathways.org)

### Industry

Civic Engagement

### Duration of employment

4 Months

### Working Hours

10 – 15 hours per week

No phone calls please. **This is a non-paid internship.** Students may receive credit.

**About New American Pathways:**

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.