

https://newamericanpathways.org/?post_type=jobs&p=10098

WOMEN'S INTERNSHIP

ECONOMIC

EMPOWERMENT

Industry

Family Empowerment

Description

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

Duration of employment

4 Months

Working Hours

15-20 hours per week

The Intern works closely with the Women's Economic Empowerment Coordinator in running the program, which helps refugee women achieve financial sufficiency and economic independence through financial education, counseling, targeted career development, resource mobilization, and coaching. The Intern helps the coordinator recruit eligible refugee women, schedule appointments, set, and track women's individualized goals, networking, and day-to-day program operations. The Intern will also help the Women's Empowerment Coordinator with close work with clients, community groups, and partners to coordinate services and ensure that women reach individual goals of economic self-sufficiency.

Responsibilities

Essential Job Functions:

- Provide backup to all team members of the Finance and Human Resources Department in all capacities
- Assist with the recruitment of participants; screen and assess interested participants for program eligibility
- Help with the comprehensive client intake and needs assessments
- Assist the coordinator in creating individual development plans with each client, including the creation of both short term and long-term SMART goals focused on economic empowerment
- Assist in organizing community outreach relevant events.
- Help with scheduling clients' meetings, coaching sessions, and workshops.
- Networking with different community groups and partners to keep lasting relationships
- Assist with the educational sessions on budgeting, saving, credit building, banking, investing, and debt management
- Help to facilitate both internal and external referrals as necessary to meet the needs of program participants
- Maintain accurate records of relevant program activities and data
- Facilitate in connecting clients to available employment and educational opportunities
- Occasionally assist with clients' transportation if needed

Qualifications

- Communication skills with the ability to assist people of various backgrounds and cultures
- Fluency in written and spoken English, with bilingual ability in any refugee language, preferred
- Demonstrated understanding of key financial literacy concepts.
- Bachelors in relevant field
- Computer competency in MS Windows and MS Word

- Welling to work in a multi-cultural environment and refugee/immigrant community
- Commitment to the organization's mission to help refugees and Georgia thrive
- Valid driver's license with access to a reliable vehicle with current insurance
- Criminal background check
- Knowledge of the college admissions process as an undergraduate or graduate student in the USA preferred
- Must have valid driver's license and vehicle and consistent access to reliable transportation

Contacts

Candidates may submit their application, resume and cover letter to volunteercoordinator@newamericanpathways.org

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.