



New American Pathways[®]
HELPING REFUGEES AND GEORGIA THRIVE

Position Title: Career Services Intern

Department: Career Services

Application Deadline: April 21th, 2017

Start Date: May 4th, 2017

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.

GENERAL DESCRIPTION

This position is intended to provide qualified interns with opportunities to learn through experience about operational aspects of New American Pathways' Career Services Department. In this role, the intern will have opportunities to apply and refine his or her skills related to supporting our clients' employment endeavors and career development.

KEY RESPONSIBILITIES

- Conducts client interviews to determine competencies and qualifications as they relate to available employment opportunities
- Provides individualized training related to interviewing skills
- Assists client with resume preparation
- Conducts new client orientation programs that focus on American employment practices and laws, personal financial management, and budgeting skills
- Provides ongoing follow-up to support clients' efforts toward self-sufficiency
- Provides outreach to new employers in collaboration with the department team
- Assists clients with transportation to interviews and orientations
- Assists with administrative duties
- May be asked to occasionally substitute as a rotating member for our student summer program with Dekalb County Schools

SKILLS AND COMPETENCIES

- Ability to communicate easily with people of various ethnic and educational backgrounds in written and oral form
- Strong organization skills; the ability to multitask and maintain focus in a fast-paced environment
- Willingness to gain understanding of the basic refugee experience; sensitive to the refugees' histories
- Sales drive and ability to call prospective employers

TO APPLY:

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