



New American Pathways
HELPING REFUGEES AND GEORGIA THRIVE

Position Title: HR Intern

Department: Human Resources

Application Deadline: April 4th, 2017

Start Date: May 4th, 2017

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

New American Pathways is an Atlanta-based local 501(c)3 nonprofit that helps refugees from the moment they arrive in Georgia through their journey to U.S. citizenship. With a comprehensive set of customized services, steady guidance, and strong advocacy, we enable refugees and other immigrants to realize their full potential and dreams as they build new lives in Georgia.

GENERAL DESCRIPTION

This position is intended to provide qualified interns with opportunities to learn through experience about many aspects of human resources in a nonprofit organization. In this role, the intern will have the opportunity to apply and refine his/her skills related to program support, logistics and coordination of office processes/procedures, recruiting and training staff, and other office management functions.

KEY RESPONSIBILITIES

- Assisting the HR Manager with maintaining and auditing personnel records on all employees and contractors
- Develop, review and edit HR correspondence
- Assist with conducting background and MVR checks
- Assist in maintaining proper file documentation with an organized and accurate filing system
- Carrying out administrative support tasks such as making phone calls, copying and filing
- Other duties as assigned
- May be asked to occasionally substitute as a rotating member for our student summer program with Dekalb County Schools

SKILLS AND COMPETENCIES

- Ability Completed coursework in Business Administration, Nonprofit Management, Human Resource Management or a related field
 - Ability to communicate effectively with people of various ethnic backgrounds in written and oral form
 - Ability to prioritize tasks and handle numerous assignments simultaneously
 - Keen attention to detail
 - Proficient in Microsoft Office programs and internet applications
 - Excellent organizational and time-management skills
 - Ability to be flexible in a high-paced environment
 - High-level of maturity, and ability to maintain confidentiality while working with sensitive information
 - Self-starter with a productive workstyle
 - Previous experience working in multicultural and nonprofit organizations desired
- Credentials:** Current or recent enrollee in a graduate or undergraduate degree program with an interest and aptitude to work in Human Resources or non-profit management/administrative fields

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. Students may receive credit.