



New American Pathways®
HELPING REFUGEES AND GEORGIA THRIVE

Job Title: Immigration Assistant
Department: Immigration
Schedule: Part-Time, 20-hour work week during standard business hours
Supervisor: Immigration Services Manager
Exemption Status: Non-Exempt

GENERAL DESCRIPTION

The Immigration Assistant provides administrative support for the Immigration Department through data entry, managing appointment calendar, and maintenance of client files.

KEY RESPONSIBILITIES

- Conducts data entry in a timely fashion
- Assists with grant reporting
- Maintains contact with current clients regarding their attendance at various immigration appointments and interviews
- Ensures that client files are kept in an orderly manner (opened, maintained, and closed within a reasonable timeframe)
- Schedules basic appointments
- Other duties as assigned

SKILLS AND COMPETENCIES

- Ability to effectively manage, monitor and report a high volume of detailed, confidential information
- Organizational and time management skills, ability to prioritize and multi-task
- Excellent written and verbal communication skills
- Strong attention to detail
- Experience working in a diverse, multicultural environment
- Technical proficiency: Windows and Microsoft Office Suite: MS Excel, MS Word, MS PowerPoint, MS Outlook
- Fluent in Spanish spoken language

COMPENSATION

This is a part-time, hourly position with an hourly range of \$14.00 - \$15.00. Fourteen (14) paid holidays and generous paid time off policy.

To apply for this position, email your resume to careers@newamericanpathways.org indicating Immigration Assistant in the subject line. No phone calls please.

New American Pathways is an Equal Opportunity Employer.