



New American Pathways®
HELPING REFUGEES AND GEORGIA THRIVE

Position Title: Immigration Intern

Department: Immigration 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 various aspects of processing immigration benefits. In this role, the intern will support the Immigration Services Staff with the paperwork and follow-up involved in applying for immigration benefits.

KEY RESPONSIBILITIES

- Maintains paper and electronic files for immigration applications
- Assists in completing documentation including but not limited to case notes, client and outside agency correspondence
- Assists clients with completing applications for citizenship and/or family reunification
- Contacts clients regarding the processing of their immigration applications
- Uses various resources that may include internet and immigration regulations to complete departmental research
- Completes other tasks as assigned
- May be asked occasionally to support our student summer program in Dekalb County Schools.

SKILLS AND COMPETENCIES

- Communication skills that include the ability to converse with people of various backgrounds and cultures; the ability to speak patiently and respectfully, remembering that many clients have limited knowledge of English language
- Ability to communicate with Spanish-speaking clients(preferred)
- Ability to express one's thoughts clearly and succinctly through written word
- Ability to pay careful attention to detail in applications and written word
- Interest in and passion for the immigration process and service delivery at the client level
- Innovation and resourcefulness; the ability to maintain focus on the "big picture" while understanding the details required to support it.

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.