



New American Pathways  
HELPING REFUGEES AND GEORGIA THRIVE

**Position Title: Family Advocacy Intern**

**Department:** Family Empowerment

This internship requires a minimum commitment of 10-15 hours per week for 4 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 empowerment, and their unique 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 immigrant and refugee single-parent households. In this role, the intern will support the Family Empowerment Program staff with client direct support, outreach to partner agencies in fields of domestic violence, public assistance, mental/physical wellness, homelessness prevention, and more.

**KEY RESPONSIBILITIES**

- Works directly with the Family Empowerment advocates, primarily the Sr. Program Coordinator to meet various aspects of client needs.
- Conducts direct client work which may include accompanying clients to appointments, completion of governmental assistance applications, immigration assistance, following-up on referrals, and other case work under the guidance of the program staff.
- Assists in cultivating new partnerships in fields of employment, education, and other client driven services
- Helps with the organization of domestic violence prevention workshops
- Maintains, further organizes, and expands the Family Empowerment Program resource guide
- Completes data entry and assists in electronic and paper data management.
- Develops client training materials, surveys, and program-specific forms as needed.
- Conducts research using internet resources, in-person outreach efforts, and other methods
- Participates in team meetings and offers valuable input to the staff
- Completes other tasks as assigned

**SKILLS AND COMPETENCIES**

- Communication skills with the ability to assist people of various backgrounds and cultures
- Must be comfortable learning and working in a highly diverse environment
- High level of organizational skills
- Confident networking and conducting independent in-person outreach
- Ability to express one's thoughts clearly and succinctly through written word
- Detail oriented in writing and completing processes
- Interest in and passion for direct and indirect immigrant and refugee work including advocacy, direct service delivery, and acquiring of resources

- Flexibility; understanding that day-to-day work can be ever changing
- Ability to work independently

**TO APPLY:**

Interested candidates may submit their application, resume and cover letter to [Volunteerengagement@NewAmericanPathways.org](mailto:Volunteerengagement@NewAmericanPathways.org) no phone calls please. This is a non-paid internship. Students may receive credit.