



New American Pathways

HELPING REFUGEES AND GEORGIA THRIVE

Position Title: Immigration Intern

Department: Immigration Services

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 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

- Assists clients in completing applications for permanent residency and for replacement and renewal of documents
- Assists in completing documentation including but not limited to client and outside agency correspondence
- Assists in contacting 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

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 volunteerengagement@newamericanpathways.org no phone calls please. This is a non-paid internship. Students may receive credit.