



New American Pathways®
HELPING REFUGEES AND GEORGIA THRIVE

Position Title: Operations Intern

Department: Operations/Advancement

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 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 operations in a nonprofit organization. In this role, the intern will have the opportunity to apply and refine his/her skills related to program support, IT problem-solving, logistics and coordination of office processes/procedures, event planning and other office management functions.

Key Responsibilities

- Assisting the Executive Office Manager with office management and IT issues
- Providing the Executive Office Manager with event and meeting support
- Assisting the Executive Office Manager with support of the NewAP Directors and Board of Directors
- Assisting Executive Office with timely donor acknowledgements and support donor stewardship activities
- Carrying out administrative support tasks such as making phone calls, copying, and filing
- Other duties as assigned

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 the ability to work under a minimal level of supervision
- Previous experience working in multicultural and nonprofit organizations desired

Credentials: Current or recent enrolled in a graduate or undergraduate degree program with an interest and aptitude to work in Operations or non-profit management/administrative fields

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.