



https://newamericanpathways.org/?post_type=jobs&p=10096

FORWARD PROGRAM INTERN

Description

This internship requires a minimum commitment of 15-20 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.

This position is intended to provide qualified interns with opportunities to learn through experience about operational aspects of New American Pathways' Forward Program services. In this role, the intern will have opportunities to apply and refine his or her skills related to supporting our clients with financial literacy services, employment endeavors, career development, postsecondary education, and professional mentorship.

Responsibilities

Essential Job Functions:

- Organizes and leads/facilitates workshops for clients on banking, credit, budgeting, etc.
- Assists clients with opening their first checking accounts.
- Assists in creation, advertisement, and facilitation of educational and vocational workshops.
- Provides ongoing follow-up to support clients' efforts toward self-sufficiency.
- Provides outreach to new employers in collaboration with the department team.
- Drafts emails, communications and correspondence.
- Assists with administrative duties as necessary.

Qualifications

- Ability to communicate easily with people of various ethnic and educational backgrounds in written and oral form
- Strong organizational skills; the ability to multitask and maintain focus in a fast-paced environment
- Sensitivity to cultural, ethnic and religious diversity
- Must be comfortable working in a multicultural setting
- Interest in working in a nonprofit organization, and interest in the refugee community.
- Willingness to gain understanding of the basic refugee experience
- Basic computer skills (MS Office, Word, Excel, PowerPoint, Outlook)

Industry

Forward Program

Duration of employment

4 Months

Working Hours

15-20 hours per week for 4 months

- Knowledge of the college admissions process as an undergraduate or graduate student in USA preferred
- Must have valid driver's license and vehicle and/or consistent access to reliable transportation

Contacts

Interested candidates may submit their application, resume and cover letter to volunteerengagement@newamericanpathways.org, no phone calls please. This is a non-paid internship.

About New American Pathways:

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.