

POSITION FUNCTIONS

Class Title: INTERN		
Class Code: N/A	Position Control #: N/A	Budget Account #: 1007
Agency: GOVERNOR'S OFFICE FOR NEW AMERICANS (ONA)		
Preparer: Charina de Asis	Preparer's Position: Executive Director	Date: May 26, 2023

JOE LOMBARDO
GOVERNOR

CHARINA DE ASIS
EXECUTIVE DIRECTOR



STATE OF NEVADA
GOVERNOR'S OFFICE FOR NEW AMERICANS
555 E. Washington Ave., Ste. 5600
Las Vegas, Nevada 89101

ABOUT US

The Governor's Office for New Americans (ONA) was created in 2019 through Senate Bill 538 to promote opportunities for immigrants, refugees and aspiring Americans to thrive in Nevada.

By concentrating on the civic and economic integration of new and aspiring Americans, ONA seeks to foster opportunities for these populations to ascend the economic ladder. Through this office, we will work to bridge the world of state government and the complex changes in immigration law and policy that affect all Nevadans, as well as, break down bureaucratic barriers that often hinder economic self-sufficiency. The Office for New Americans will also support state agencies serving immigrant populations in Nevada to navigate applicable federal immigration regulations governing services provided by agencies.

The success of our great state is rooted in our ongoing commitment to welcoming and integrating new, aspiring and visiting immigrants into the fabric of Nevada and the Office for New Americans is here to promote this ongoing commitment.

POSITION FUNCTIONS

Class Title: INTERN		
Class Code: N/A	Position Control #: N/A	Budget Account #: 1007
Agency: GOVERNOR'S OFFICE FOR NEW AMERICANS (ONA)		
Preparer: Charina de Asis	Preparer's Position: Executive Director	Date: May 26, 2023

ONA INTERNSHIP ESSENTIAL FUNCTIONS:

1. **Research and Analysis:** Conduct research on immigration and refugee policies, laws, and programs at the state and federal levels. Analyze data and information in order to provide insights and recommendations for improving services and support for immigrants and refugees in the State of Nevada.
2. **Administrative Support:** Assist with administrative tasks such as data entry, managing files, organizing documents, and preparing reports. Assist with coordinating logistics for events, programs, and workshops.
3. **Communication and Outreach:** Help with developing communication materials such as social media posts, resource lists, and website content. Support outreach efforts by participating in community events and meetings.
4. **Policy Development:** Assist in evaluating effectiveness of existing programs and initiatives for immigrants and refugees. Help collect and analyze feedback from stakeholders, conduct surveys or interviews, and propose recommendations for program enhancements.
5. **Collaboration and Coordination:** Work collaboratively with other interns, staff members, internal and external stakeholders involved in the integration and inclusion of immigrants and refugees in the State of Nevada. Participate in meetings, discussions, and training sessions to contribute ideas and share updates.

OTHER ASSOCIATED FACTORS:

- Proficiency in Microsoft Office Suite. Ability to effectively use Microsoft Word, Excel, PowerPoint, and Outlook for tasks such as creating and editing documents, spreadsheets, presentations, and managing emails.
- Familiarity with using various software applications, online platforms, and databases relevant to the office's operations.
- Proficiency in communication tools like email, instant messaging, and video conferencing platforms, particularly Microsoft Teams for internal and external communication and collaboration.
- Must be able to sit for long periods of time, must be able to do repetitive motion, and must be able to push, pull, and carry up to 25 pounds.
- Strong organizational skills to manage multiple tasks, set priorities, meet deadlines, and maintain attention to detail. Ability to work independently and as part of a team while maintaining accuracy and efficiency.
- Demonstrating cultural sensitivity and an understanding of the unique needs and challenges faced by immigrants and refugees.

Nothing in these position functions restricts the agency's right to assign or reassign duties and responsibilities to this position at any time

POSITION FUNCTIONS

Class Title: INTERN		
Class Code: N/A	Position Control #: N/A	Budget Account #: 1007
Agency: GOVERNOR'S OFFICE FOR NEW AMERICANS (ONA)		
Preparer: Charina de Asis	Preparer's Position: Executive Director	Date: May 26, 2023

CANDIDATE/EMPLOYEE'S ACKNOWLEDGEMENT:

Can you perform these **essential functions** with or without reasonable accommodation? ☐ Yes
☐ No

Candidate/employee's name (print):

Candidate/employee's signature:

Date:
