



Adult Education - Workforce Development Intern

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Workforce Development Intern will report to the Occupational Specialist and will work closely with education program staff.

Title of Position: Adult Education – Workforce Development Intern

Internship Period: January - May 2022

Purpose: One of the bustling components of our Adult Education program is our workforce development program. This program supports immigrants as they navigate a complex job market with emergent language skills and often immense cultural barriers. As a Workforce Development Intern, you will learn how to navigate community-based collaborations with workforce partners, research effective strategies from across the globe, and contribute to the design and implementation of our workforce classes. This intern will directly work with students to practice soft skills, learning management systems and resume preparation. This position will report to the Occupational and Training Specialist and is primarily remote.

Commitment: Minimum of 15 hours per week; specific schedule to be negotiated with the supervisor.

Requirements:

- Proficiency in Microsoft Office Programs.
- Strong research and writing skills.
- Ability to work independently in a fast paced environment.
- Ability to navigate language barriers.

Preferences:

- Multi-lingual abilities
- Experience working with diverse populations
- Interest in education, nonprofit, social work, human rights work, or related field

Training: Attend initial orientation meeting with program coordinators. Attend on-going training as required by the coordinators.

Location: 417 Welshwood Drive, Nashville, TN 37211

Time Commitment: Minimum of 15 hours per week; specific schedule to be negotiated with supervisor

Supervisor: This position reports to the Adult Education Program Manager.

Please apply through NICE's Internship Application, and direct any additional questions to volunteer@empowernashville.org.