



Refugee Resettlement & Placement (R&P) 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: *Refugee Resettlement & Placement Intern*

Internship Period: January - May 2022

Purpose: Nashville International Center for Empowerment (NICE) serves refugees, asylees, and immigrants from all over the world coming to the Nashville area. NICE serves this population by providing assistance with resettlement, employment, education, health, mentorship, and other community resources.

The Resettlement & Placement (R&P) Department serves new arrivals to the country in their first 90 days here, providing a variety of services to set a family up for success in the US to the best of our ability. The R&P Intern will assist the department in the preparation and implementation of services for our new arrivals including but not limited to housing set-up, transportation arrangements, critical appointments, and connecting clients to necessary resources.

Commitment: Minimum of 10-15 hours per week; specific schedule to be negotiated with supervisor.

Duties:

- Housing set-up
- Transportation arrangements
- Helping to organize critical appointments
- Connecting clients to necessary resources
- Communicating with the R&P team, as well as other NICE staff members, about resettlement status updates and needs
- Helping to direct R&P volunteers
- Maintaining detailed records

Requirements:

- Proficiency in Microsoft Office Programs
- Ability to work independently in a fast-paced environment
- Great verbal & written communication skills
- Attention to detail and time management skills
- Reliable with sensitive information

Preferences:

- Experience working with diverse populations

- Multi-lingual abilities, especially in the following languages: Dari, Pashto, Farsi, Arabic, Egyptian/Sudanese Arabic, Kurdish, Swahili, Kinyarwanda, Kinyamulenge, Kinyabwisha, Acholi, Somali, Tedim, Karen, Burmese, Chin-Mindat, Nepali, Tigrinya, Kunama, and Spanish.
- Interest in refugee resettlement, social work, nonprofit, multicultural studies, immigration, or related field.

Training: Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in mid-semester and end-of-semester performance evaluations.

Location: 417 Welshwood Dr, Suite 100, Nashville, TN 37211; and others as specified by supervisor.

Supervisor: This position answers to the Resettlement & Placement Program Manager and/or R&P Department staff.

To apply, please fill out the Internship Application, and direct any questions to the Volunteer & Training Coordinator at volunteer@empowernashville.org.