



NASHVILLE INTERNATIONAL
Center for Empowerment

Associate Manager of Immigration Services

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring that refugees and immigrants achieve their full potential now and for generations to come. This position will assist with the management of the day-to-day immigration program services, as well as coordinating, developing, and maintaining relationship with all stakeholders. They will fill immigration forms, recruit, train, and supervise immigration team members. The Associate Manager of Immigration Services will report directly to the Immigration Services Manager. This is a full time, 40+ hour position.

Major Responsibilities:

- Determine clients eligibility for immigration services, as well as assist them by filing their appropriate immigration forms
- Follow up on USCIS cases as necessary
- Compile data, write and submit monthly and quarterly reports
- Provide accurately completed and required reports to leadership team within a specified deadline
- Counsel, fill, recruit, train, and supervise immigration team members
- Update and maintain client database
- Keep up with changes in immigration law through USCIS or other networks
- Build and maintain relationships with immigration community partners
- Ensure compliance with immigration requirements
- Maintain sensitive information to ensure client privacy
- Provide client follow up and record feedback as needed
- Report programmatic updates on outcomes, progress, as well as strategic changes and challenges as needed.
- Attend staff, program and other meeting and/or trainings

Requirements:

- J.D. Degree Required
- Eligible to practice law in TN
- Immigration law experience of at least one year
- Experience filing asylum cases
- Experience representing asylum clients throughout the entire asylum process--including hearings and interviews
- Strong oral and written communication skills
- Ability to work well individually and without much supervision
- Ability to work with teams and other departmental members
- Ability to learn to use database
- Strong organizational and time management skills



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- Willingness to work and live in Nashville, Tennessee
- Ability to commute to work as scheduled
- Speaking other languages is not required but a plus

COMPENSATION:

- Job Type: **Full-Time**
- Salary Range: **50,000-\$60,000/yr**
- Benefits: **Paid holidays, vacation and PTO, health care reimbursement and 401k**

Contact Information and Procedure:

Send resume and cover letter to: careers@empowernashville.org. Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered. *We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.*

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.

Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and vendors.