



NASHVILLE INTERNATIONAL
Center for Empowerment

Match Grant Administrative Assistant

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensure refugees and immigrants achieve their full potential now and for generations to come. The Match Grant (MG) Administrative Assistant will report to the Lead Cash Assistance Case Manager. The MG Administrative Assistant will provide intake, assessment, and enrollment of MG clients.

The MG program is provided solely through the nine domestic resettlement agencies that provide Reception and Placement (R&P) services to refugees. The MG program is funded by the Department of Health and Human Services, Office of Refugee Resettlement (ORR). The MG program helps refugees and other ORR-eligible populations overcome barriers and quickly find employment. The intent is to help clients become financially self-sufficient by finding a job within 180-240 days (6-8 months) after arriving in the U.S. without accessing cash assistance programs. The purpose of the MG program is to help clients attain economic self-sufficiency through the provision of comprehensive case management and services leading to employment. The MG Administrative Assistant reports to the Lead Cash Assistance Case Manager. This is a full time, 40 hour position.

Major Responsibilities

- Provide intake, assessment, and enrollment of MG clients
- Initiate MG enrollment process for participants deemed eligible for assistance
- Meet with clients in-person, or via telephone/video, to explain program rights and responsibilities, using appropriate interpretation
- Ensure accurate documentation is collected and updated into the ECDC database and case files and verify that potential enrollees are not enrolled in any other case assistance programs
- Ensure monthly compliance of program participants and distribute MG checks
- Reconcile monthly MG payments and financials with the Lead Cash Assistance Case Manager
- Administer monthly cash assistance payments and track expenses
- Manage and recruit MG volunteers and track in-kind donations for MG clients
- Ensure case files and reports are maintained in accordance with grant requirements
- Participate in all program meetings, staff development, and wellness activities
- Attend all required state training and meetings



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- Provide MG case management and transportation support as needed
- Other duties as assigned

Successful candidates will demonstrate:

- Ability to work with a diverse team
- Ability to plan, prioritize, manage, and complete tasks on a deadline
- Ability to remain flexible and responsive to evolving program needs
- Strong interpersonal and verbal communication skills
- High levels of motivation, self-reliance, and independence
- Attention to detail

Requirements:

- Excellent written and oral English proficiency
- Advanced computer and typing skills
- Candidates that can speak any of the following: Swahili, Kinyarwanda, Arabic, Dari, Pashto, Spanish, Burmese, or Nepali are preferred but not required
- Reliable transportation

Experience:

- Must hold a Bachelor's Degree in social work or related field or equivalent work experience Relevant professional experience required; minimum of 2 years' experience strongly preferred in non-profit or social services environments

Compensation:

- **Job Type:** Full-Time
- **Salary Range:** \$37,000-\$38,000

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.



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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.

EMPOWERING REFUGEES AND IMMIGRANTS IN MIDDLE TENNESSEE SINCE 2005

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