



NASHVILLE INTERNATIONAL
Center for Empowerment

Office Manager (Gallatin) Job Description

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501 (c) 3 community base organization dedicated to ensure refugees and immigrants achieve their full potentials now and for generations to come. The Office Manager will report to the Gallatin Site Manager. The Office Manager will primarily support newly arriving refugees. The Office Manager will help set up our new site in Gallatin, support case managers and manage all admin and day to day operations of the office. **This is a full-time 40+ hours position.**

Major Responsibilities:

- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands
- Partner with HR to maintain office policies as necessary
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time
- Coordinate with Operations manager in Nashville on all IT and office equipment
- Responsible for developing standards and promoting activities that enhance operational procedures
- Lead and monitor clerical, administrative, and secretarial responsibilities and tasks among office staff
- Assists in onboarding process for new hires
- Provide general support for visitors
- Effectively communicate with refugee families, staff, supervisor, donors and volunteers
- Support Resettlement program and case managers as needed
- Attend staff and program meetings as scheduled
- Other duties as assigned

Requirements:

- Ability to work under pressure and adhere to deadlines
- Must be a self starter
- Excellent time management skills and ability to prioritize tasks
- Strong written and oral English proficiency (attention to detail with paperwork)
- Strong interpersonal and verbal communication skills
- Ability to work as part of a team and independently
- Knowledge of MS Office, working in databases, internet and email
- Willingness to work occasional non-traditional hours, such as nights and weekends
- Ability to work as part of a diverse team
- Reliable transportation
- Previous experience managing an office preferred but not required

- Undergraduate degree preferred but not required
- Candidates that can speak any of the following: Swahili, Kinyarwanda, Arabic, Dari, Spanish or Burmese preferred but not required

Job Type: Full-Time

Salary Range: \$37,000-\$40,000

Benefits: Paid holidays, vacation and PTO, health care and 401k

TO APPLY: Send cover letter **and** resume to careers@empowernashville.org.

Applications without requested information will not be considered.

Qualified candidates will be contacted for an interview. No calls or emails.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.

NICE is Equal Opportunity Employer

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.