



NASHVILLE INTERNATIONAL  
*Center for Empowerment*

## **Associate Manager of Match Grant**

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.

The MG program helps refugees and other 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 Associate Manager of Match Grant is responsible for managing the provision of services to assist newly arrived refugee clients attain self-sufficiency through short term cash assistance and employment services. This position will manage a team of four case managers in our Nashville office and one case manager in our Gallatin office. The Associate Manager of Match Grant will report to the Cash Assistance Program Manager. This is a 40+ hour, full time position.

### **General Responsibilities:**

- Responsible for supervising and training the MG case managers in Nashville and Gallatin.
- Responsible for implementing and maintaining organizational systems for the MG program.
- Ensure case files and reports are maintained in accordance with grant requirements.
- Assess eligibility for program enrollment for refugees, asylees, parolees, and other ORR-eligible immigrants.
- Collaborate with finance team to reconcile monthly MG payments and financials.
- Responsible for co-developing and enforcing internal quality control processes to ensure we are in compliance with all funders.
- Provide intake, assessment, and enrollment of MG clients.
- 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 in the ECDC (funder) database and case files. Verify that potential enrollees are not enrolled in any other case assistance programs.
- Ensure monthly compliance of program participants and distribution MG checks.
- Screen MG clients monthly for continued eligibility.
- Administer monthly MG cash assistance payments and track expenses.
- Assist MG clients with employment services, ELT services, and other services as appropriate.



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- Conduct monthly check in meetings with clients to ensure compliance with program responsibilities when it comes to understanding the program guidelines and compliance rules.
- Follow appropriate case closure processes once clients are terminated from the MG program to discuss self-sufficiency and the transition off cash assistance.
- Manage and recruit MG volunteers and track in-kind donations for MG clients.
- Provide case management for clients as needed and maintain a MG caseload.
- Ensure good working relationships and clear communication with clients, employers and Resettlement team members, as well as maintaining NICE's network of stakeholders.
- 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 funder trainings and meetings.
- Other duties as assigned.

**Requirements:**

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

**Salary & Benefits:**

- **Job Type:** Full time
- **Salary Range:** \$39,000-\$45,000/yr
- **Benefits:** Paid holidays, vacation and PTO, health insurance, dental, vision, and 401(k)



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**To Apply:**

Send a cover letter, resume, and two professional references to [careers@empowernashville.org](mailto:careers@empowernashville.org). Applications without the 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.**

*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 staff members, clients, volunteers, subcontractors, and vendors.*