



NASHVILLE INTERNATIONAL  
*Center for Empowerment*

## **Youth Mentorship Coordinator**

Nashville International Center for Empowerment (NICE), 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.

Primary responsibilities are to ensure every new American/Immigrant youth ages 5-14 gets high-quality and comprehensive academic support that is culturally and linguistically sensitive to address the needs of refugee youth and young adults to promote better integration in their community and school. Also, providing the social and welfare support needed to ensure they are well-positioned on a path towards self-sufficiency.

The Youth Mentorship Coordinator will report to the Youth Education Associate Manager and will work closely with the youth education program staff. **This is 20-30 hours per week. Temporary-part time during the school year/full time during the summer camp program.**

### **General Responsibilities:**

- Facilitate mentorship enrollment for eligible youth.
- Provide oversight of the Youth Mentorship program alongside field referrals.
- Perform administrative tasks affiliated with Youth Mentorship (including eligibility documentation, enrollment paperwork, and case notes as applicable)
- Serves as RSIG case worker for mentorship clients.
- Provide consistent communication with ongoing monitoring of and support for mentor-mentee relationships based on program requirements.
- Coordinate and supervise activities of volunteer mentors.
- Provide support and intervention when needed to mentor/mentee matches.
- Track and document program sessions for volunteer mentors and other means of appropriate evaluation of activities, to analyze data and use it for continual program improvement.
- Monitor program activities, review and prepare program reports and updates to the YE Assoc. Manager.
- Administer surveys to mentees and mentors, and report program outcomes.
- Supports YE referrals to social services and community resources including SNAP, TennCare, TANF, etc
- Supports the Volunteer and Training Coordinator by providing essential training materials for mentorship training.
- Assists in the recruitment, training, and support of volunteer mentors.
- Transport clients safely to and from school and home.
- Assist in coordinating the afterschool transportation route.
- Ensure vehicles are maintained per policy standards.
- Ensure online transportation tracking systems are updated accurately, including proper documentation of mileage and client services.
- Report to the Transportation Manager for all transportation-related issues and complete all required vehicle training.
- Assist with additional duties as assigned by managers.

- Support the Youth Education team during Summer Camp

**Requirements:**

- Bachelor's Degree (or equivalent combination of education and experience) in social services, mentoring, or youth-related programs; experience working with diverse populations.
- Willingness to work occasional non-traditional hours, such as evenings and weekends.
- Ability to work as part of a team and independently.
- Reliable transportation for enrollment, and offsite meetings as supporting mentor-mentee pairings; valid US driver's license
- Excellent interpersonal, oral, and written communication skills.
- Excellent organizational skills, time management skills, and ability to effectively balance and integrate task-oriented and process-oriented responsibilities.
- Some experience in participating in and running a youth mentorship program or similar program is preferred but not required.

**Salary & Benefits:**

- **Job Type:** Temporary-Part time during school year/Full time during Summer Camp program
- **Salary Range/Compensation:** 20-21 \$/hour
- **Benefits:** PTO, 401k (after an accumulated 1000 total hours worked).

**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.*