



## **Housing & Resource Specialist 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 Housing & Resource Specialist will report to the R&P Program Manager. The Housing & Resource Specialist will coordinate all services in establishing housing for newly arriving refugees and be responsible developing partnerships with vendors to secure housing items. **This is a full-time 40+ hour position.**

### **Major Responsibilities:**

- Develop and maintain relationships with apartment complexes or other housing resources
- Complete apartment bookings and utility set ups for new arriving families
- Develop relationships with companies, organizations or individuals to secure quality housing items through purchase or in-kind donations
- Scheduling, picking up and delivering furniture donations
- Organize and maintain a donation storage unit
- Coordinate apt set ups with staff or volunteers
- Schedule and lead apartment set ups - ability to lift and move heavy items repeatedly
- Ensure refugee families are provided all required household items and all paperwork and receipts are processed
- Effectively communicate with refugee families, staff, supervisor, donors and volunteers
- Support Resettlement program and fellow R&P caseworkers as needed
- Attend staff and program meetings as scheduled
- Other duties as assigned

### **Requirements:**

- Ability to work under pressure and adhere to deadlines
- Excellent time management skills and ability to prioritize tasks
- Strong written and oral English proficiency (attention to detail with paperwork)
- Ability to drive a box truck and lift items over 75lbs repeatedly
- 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 non-traditional hours on occasion, such as nights and weekends
- Ability to work as part of a diverse team
- Reliable transportation

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

**Job Type:** Full-Time

**Salary Range:** \$35,000-\$37,000

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

**TO APPLY:** Send cover letter and resume to [careers@empowernashville.org](mailto:careers@empowernashville.org). Qualified candidates will be contacted for an interview. No calls or emails. Applications without requested information will not be considered.

*APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.*

NICE is Equal Opportunity Employer