



Communications Specialist

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. The Communications Specialist will work alongside the NICE development staff to document and showcase the work of the agency through video, photo, and written storytelling in order to increase awareness of NICE, and to support integrated marketing and fundraising campaigns. The Communications Specialist reports to the Associate Director of Development. This is a full time, 40-hour position.

General Key Responsibilities:

- Identify and create content in the form of videos, photos, and written updates for sharing on website, newsletters, and social media
- Develop and foster relationships with community partners to spread awareness of the various services NICE offers
- Engage with staff to develop key messaging, themes, style, and target audience and defining appropriate communication channels
- Ensure alignment and consistency in brand strategy and communication execution.
- Develop relationships with media members
- Research marketing and media strategy
- Develop content for fundraising campaigns

Successful candidates will demonstrate:

- Ability to work with a diverse team
- Ability to plan, prioritize, manage, and complete tasks with strict deadlines
- 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/Competencies:

- Excellent interpersonal skills and the ability to effectively communicate with individuals and groups



- Excellent written and oral English proficiency
- Experience with public speaking
- Demonstrate experience interacting with diverse individuals and communities
- Proficient in Microsoft Office Suite or Google Workspace
- Skilled in video production and video editing
- Skilled in Photography and Photo Editing
- Reliable transportation
- Experience scheduling and conducting interviews
- Passion for storytelling and meaningful communication
- Position requires availability to work regular hours. Occasional evening and weekend work may be required as job duties demand
- Ability to work independently in a fast paced environment
- Ability to work and connect with individuals from diverse backgrounds

Experience:

- At least 2 years of experience producing communications content through video, photo, and written platforms
- Ideally, at least one year of experience in non-profit settings.

Compensation:

- **Job Type:** Full-Time
- **Salary Range:** \$36,000-\$38,000/yr

Benefits:

- Paid holidays, vacation and PTO, health care reimbursement and 401k

Contact Information and Procedure:

- Send resume, cover, letter, and relevant work samples/portfolio to max@empowernashville.org. Qualified candidates will be contacted for an interview. No calls. Applications without the requested information will not be considered.

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.