



Volunteer Relations Intern

Nashville International Center for Empowerment, 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.

Title of Position: *Volunteer Relations Intern*

Internship Period: Summer 2022 (approximately 10 weeks, dates negotiable)

Purpose: Volunteers are vital to the inner workings of all NICE's departments -- including adult and youth education, resettlement, health, and employment. By recruiting, retaining, and properly training volunteers, the volunteer coordinating team allows NICE to expand the reach of its effective programming, bringing more opportunities to immigrants and refugees across Nashville. The Volunteer Relations Intern will train incoming volunteers, streamline current volunteer recruitment and retention strategies, market our volunteer program, and contribute to operational processes that make our organization run effectively. In doing so, they will gain a valuable understanding of the external and internal communications necessary for smooth operations in a non-profit setting.

Requirements:

- Excellent verbal & written communication skills
- Willingness to speak in front of groups of volunteer trainees
- Experience or interest in non-profit operations, communications, marketing and/or event planning
- Proficiency in Google Suite and Microsoft Suite
- Strong research and writing skills
- Ability to work independently, adhere to deadlines, and ask for clarification where needed

Training: Attend initial orientation meeting with program coordinators. Attend on-going training as required by the coordinators.

Location: 417 Welshwood Drive, Nashville, TN 37211, and occasional other locations in the Nashville area as needed. Remote work may be permitted for about 50% of schedule.

Time Commitment: Minimum of 15 hours per week; specific schedule to be negotiated with Supervisor.

Duties/Responsibilities:

- Assist with new volunteer recruiting, placement, and onboarding processes
- Assist with leading trainings for ESL teachers, youth mentors, etc.
- Maintain detailed and accurate records of interaction and placements in volunteer database
- Create newsletters summarizing program updates, to be distributed to internal staff and outside supporters of NICE
- Answer volunteer inquiries via phone and email
- Administrative duties as needed
- Work on research projects as needed

Supervisor: This position reports to the Volunteer & Training Coordinator.

Please apply through NICE's Internship Application: <https://forms.gle/xeYTuoK9oi9c8Ryq9>. Any additional questions can be directed to volunteer@empowernashville.org.