



NASHVILLE INTERNATIONAL
Center for Empowerment

Health Education 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. The Health Education Coordinator will report to the Director of Health and staff to ensure programs are implemented and aligned with the mission, vision, and values of NICE. The Coordinator will establish and maintain linkages with community health and social organizations in Davidson County. This is a full time, 40 hours per week position.

Major Responsibilities:

- Coordinates the delivery of quantitative data/outcomes in support of grants that have health and health education elements, including the United Way, HCA Healthcare, the Tennessee Department of Health/Office of Minority Health/Health Disparities Elimination, Protecting Immigrant Families (PIF), Office of Refugee Resettlement (ORR), and Tennessee Office for Refugees (TOR) grants and other future funding sources which may supplement this area of expertise
- Assists with providing health promotion, disease prevention, and treatment education activities in community settings
- Facilitates with developing/creating health education sessions and material for health promotion education
- Assists in facilitating community health education workshops across health programming
- Coordinates health care services and social support of community members for PC clients
- Creates and implements strategies to contact community members, organizations, and health care providers to assist with promoting referrals and treatment appointments for PC intensive case management support
- Supports the Health Education Manager in cleaning, validating, and managing large and/or complex datasets
- Supports the Youth Education Associate Manager of Mental Health with initiatives linked to intergenerational counseling referrals, workshops, and culturally competent youth wellness
- Supports the assessment of health needs of communities
- Advocates for improved health resources, policies, procedures, and services that promote health for refugee and immigrant communities



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- Other duties as assigned

Successful Candidates will demonstrate:

- Ability to work in team environment, across programs, to achieve outcomes
- Development of new and/or leverage of existing outside partnerships, to achieve outcomes
- Evidence of project management capability
- Ability to manage multiple projects simultaneously each with unique donor specified timelines
- Capability to effectively manage key relationships both within our organization and outside our organization with both donors and partners

Requirements

- Excellent written and oral communication skills
- Bachelor's Degree or higher (preferably a degree in public or community health)
- Strong quantitative, statistical, and data analysis skills
- 3+ years of health-related datasets and population surveys
- Documented work authorization
- Position requires availability to work irregular hours. Occasional evening and weekend work may be required as job duties demand

Job Type: Full Time

Salary Range: \$40,000-\$43,000

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

Preferred Start Date: On or before Sept 19, 2022

To Apply:

Send a cover letter and resume to careers@empowernashville.org. Qualified candidates will be contacted for an interview. No calls or emails. Applications without requested information will not be considered.

Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender



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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 members of our staff, clients, volunteers, subcontractors and vendors.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED