



## **Employment and Cash Assistance Administrative Assistant**

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 Employment and Cash Assistance Administrative Assistant will report to the Employment and Cash Assistance Associate Program Manager. The Employment and Cash Assistance Administrative Assistant will help refugees obtain the resources and life skills to become self-sufficient and achieve sustained social and economic well-being. **This a full time, 40+ hour per week position.**

### **Major Responsibilities:**

- Provide support for RCA (Refugee Cash Assistance) and RSS (Refugee Support Services) teams
- Create and maintain systems and processes for data management within the RSS and RCA programs
- Ensuring good working relationships and clear communication with clients, employers, and other Resettlement team members, as well as maintaining NICE's network of stakeholders
- Provide follow-up services for clients, including administering surveys
- Maintain confidentiality with clients
- Provide intake, assessment, and enrollment of RCA clients
- Initiate RCA enrollment process for participants deemed eligible for assistance
- Meet with clients in-person, or via telephone/video, to explain program rights and responsibilities, using appropriate interpretation
- Ensure accurate documentation is collected and updated into the TOR case files and verify that potential enrollees are not enrolled in any other cash assistance programs
- Ensure monthly compliance of program participants and distribute RCA checks
- Screen clients monthly for continued RCA eligibility
- Administer monthly cash assistance payments and track expenses
- Refer RCA clients to employment services, ELT services, and other services as appropriate
- Coordinate with colleagues across departments on addressing participant needs and barriers to self-sufficiency
- Ensure case files and reports are maintained in accordance with grant requirements
- Participate in all program meetings, staff development and wellness activities
- Attend all required state training and meetings
- Provide transportation for clients as needed
- Additional duties as assigned

**Successful Candidates will demonstrate:**

- Advanced Excel/Google Sheets experience
- High levels of organization and attention to detail
- Ability to work with a diverse team
- Ability to plan, prioritize, manage, and complete tasks on a deadline
- Ability to remain flexible and responsive to evolving program needs
- Strong interpersonal and verbal communication skills
- High levels of motivation, self-reliance, and independence

**Requirements:**

- Excellent written and oral English proficiency
- Advanced computer and typing skills
- Demonstrated knowledge of databases and data systems, especially federal and state
- Knowledge of current TANF, social service, employment/labor, and welfare issues and trends preferred but not required
- Candidates that can speak any of the following: Swahili, Kinyarwanda, Arabic, Dari, Spanish, Russian, Ukrainian are preferred but not required
- Reliable transportation

**Experience:**

- Must hold a Bachelor's Degree
- Minimum 2-3 years of experience in non-profit settings

**Job Type:** Full-Time

**Salary Range:** \$36,000-\$38,000

**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.

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

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**