



“Uniting for Ukraine” 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 “Uniting for Ukraine” Administrative Assistant will report to “Uniting for Ukraine” Associate Program Manager. The “Uniting for Ukraine” Administrative Assistant will help newly arrived Ukrainian Humanitarian Parolees adjust to life in the United States. **This a full time, 40+ hour per week position.**

Major Responsibilities:

- Provide support for “Uniting for Ukraine” team
- Create and maintain systems and processes for data management within the “Uniting for Ukraine” team
- Ensuring good working relationships and clear communication with clients, and other Resettlement team members, as well as maintaining NICE’s network of stakeholders
- Lead intake process for new clients, including the use of interpreters
- Provide follow-up services for clients, including administering surveys
- Provide case management for clients as needed
- Maintain confidentiality with clients
- Ensure accurate documentation is collected and logged appropriately
- 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 or 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: \$37,000-\$38,000

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

To Apply:

Send cover letter and resume to careers@empowernashville.org. 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