



NASHVILLE INTERNATIONAL
Center for Empowerment

Community Engagement Specialist

Nashville International Center for Empowerment, 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 Community Engagement Specialist will report to the Resettlement Training & Reporting Manager. The Community Engagement Specialist will support community outreach efforts to support our refugee resettlement programming. They will assist in recruiting community partners as well as spearhead the co-sponsorship and mentorship program to fill gaps in refugee client services. This is a full-time, 40-hour position.

General Key Responsibilities:

- In coordination with the Volunteer & Recruiting Coordinator, recruit and train volunteers to support refugees and families based on their needs and available resources.
- Create and consistently refine training content for volunteers to support Resettlement families through mentorship and co-sponsorship.
- Be responsible for developing and maintaining relationships with community partners, in conjunction with the Development Department.
- Collaborate with the Development Department in designing, planning, and implementing community outreach such as donation drives and awareness-raising campaigns.
- Act as the main point of contact between case managers and volunteers.
- Attend team and organizational meetings as appropriate.
- Provide case management duties as needed, including transportation.
- Assist with completing all reports requirements for co-sponsorship and mentorship program.
- Help with other duties as assigned.

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



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Requirements/Competencies:

- Excellent interpersonal skills and the ability to effectively communicate with individuals and groups, including but not limited to public speaking and presentation skills
- Communicate and listen effectively; establish action plans for constituent interactions; manage stakeholders with varying agendas with respect and relational competency
- Develop project plans and realistic action plans; communicate changes and progress to stakeholders; complete projects on time and budget; manage project team activities
- Excellent written and oral English proficiency
- Experience with public speaking
- Demonstrate experience interacting with diverse individuals and communities
- Proficient in Microsoft Office Suite and CRM databases
- Some experience with Canva, Adobe InDesign, and social media
- Reliable transportation
- Position requires availability to work regular hours. Occasional evening and weekend work may be required as job duties demand

Experience:

- Must hold a Bachelor's Degree and at least one year of experience in building community engagement efforts in social work/non-profit management or related field
- Minimum one year of experience in non-profit settings; At least one year of experience working with refugee or immigrant populations is strongly preferred.

Compensation:

- **Job Type:** Full-Time
- **Salary Range:** \$37,000-\$40,000/yr

Benefits:

- Paid holidays, vacation and PTO, health care/dental benefits and 401k

Contact Information and Procedure:

- Send resume and cover letter to careers@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.



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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.