



Housing Coordinator

Nashville International Center for Empowerment (NICE), 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.

The Housing Coordinator will report to the Reception & Placement Program Manager in Nashville. The Housing Coordinator provides an integral service to our refugee clients through the development, coordination, and performance of all housing and placement services required for newly arrived refugees at our Nashville and Gallatin offices. This includes, but is not limited to, establishing housing opportunities in Middle Tennessee and developing partnerships with vendors to secure affordable/donated housing items. **This is a full-time 40+ hour position.**

General Responsibilities:

- Contributes critical knowledge and guidance to other program staff related to public and private housing resources in the community
- Maintains up-to-date working knowledge of housing discrimination laws and landlord/tenant housing rights and responsibilities
- Maintains up-to-date knowledge of public housing and low income housing options and application processes
- Stays up-to-date on real estate and housing trends and options in Middle Tennessee
- Develop refugee housing solutions through researching public and private market landlord availability and supportive housing program options
- Develop and cultivate relationships with property management companies, landlords, and others through individual development plans and goals
- Define and outline a benefits checklist that prospective property management companies and landlords receive from working with nonprofits and renting to refugees
- Cultivate tools and information to successfully locate and secure affordable, appropriate housing
- Identify opportunities to improve relationships with current housing and resource partners
- Collaborate with representatives and attend meetings of local organizations, committees, and other providers related to housing and placement resources
- Develop and maintain potential and existing landlord database
- Ability to identify and access emergency housing when needed
- Collaborates with agency's Community Engagement and Sponsorship department in building relationships with local churches, organizations, groups, and other donors to procure financial and in-kind donations for housing support
- Maintain relevant reports related to client housing and program services
- Communicates with NICE staff members, community members and clients regarding both pre and post arrival housing needs and concerns



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- Complete apartment bookings and utility set ups for new arriving families
- Coordinate apartment set ups with staff and volunteers
- Schedule and lead apartment set ups - ability to lift and move heavy items (75lbs +) repeatedly
- Schedule, pick up, and deliver furniture donations in 18' box truck
- Ensure refugee families are provided all required household items and all paperwork and receipts are processed
- Organize, maintain, and inventory storage unit
- Effectively communicate with refugee families, staff, supervisor, donors and volunteers
- Support Resettlement program and fellow Reception & Placement case managers as needed
- Attend staff and program meetings as scheduled
- Other duties as assigned

Requirements:

- Ability to work under pressure and adhere to deadlines in a fast-paced environment
- Excellent time management skills and ability to prioritize tasks
- Strong written and oral English proficiency (attention to detail with paperwork)
- Ability to drive 18' box truck and lift/move items over 75lbs repeatedly
- Strong interpersonal and verbal communication skills
- Ability to work as part of a team and independently
- Knowledge of MS Office, working in databases, internet and email
- Willingness to work non-traditional hours on occasion, such as nights and weekends
- Ability to work as part of a diverse team
- Reliable transportation
- Previous experience working with refugees preferred but not required
- Previous real-estate experience preferred but not required
- Undergraduate degree preferred but not required
- Candidates that can speak any of the following: Swahili, Kinyarwanda, Arabic, Dari, Spanish, Burmese or Nepali preferred but not required

Salary & Benefits:

Job Type: Full-Time

Salary Range: \$39,000-\$45,000

Benefits: Paid holidays, vacation and PTO, health insurance, dental, vision and 401k

TO APPLY:

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

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.