



Immigration Intern

Nashville International Center for Empowerment, 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.

Title of Position: Immigration Intern

Purpose: To provide administrative support related to immigration legal services

Commitment: 10 hours per week; availability at hours between 9am-4pm; specific schedule to be negotiated with supervisor preferably Mondays and Tuesdays

Duties:

- Administrative tasks related to immigration legal services
- Communication with referral service providers
- Gathering data and updating tracking tools

Requirements:

- Strong written communication skills
- Attention to detail
- Ability to maintain confidential information

Desired Skills:

n/a

Location: 417 Welshwood Drive, Nashville, TN 37211

Supervisor: This position answers to Staff Attorney, Charlotte English

To apply, please fill out the Internship Application, and direct any questions to the Volunteer & Training Coordinator at volunteer@empowernashville.org.