



Cash Assistance Program Manager Job Description

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 Cash Assistance Program Manager is responsible for managing all cash assistance programs for both the Nashville and Gallatin sites. These programs include Refugee Cash Assistance, Matching Grant, Refugee Support Services, and Wilson-Fish (Benefits). The Cash Assistance Program Manager reports to the Director of Resettlement Services. This is a 40+ hour/week, full time position.

General Responsibilities:

- Supervise RSS Associate Manager, RCA Associate Manager, Match Grant Associate Manager, and Benefits Associate Manager
- Supervise programs in both Nashville and Gallatin locations
- Develop and maintain processes that ensure effective and high quality client service provision
- Ensure good working relationships and clear communication with NICE's network of stakeholders, federal, state, local government and national and local Volunteer Agency partners
- Implements and maintains quality control processes to be prepared for all audits
- Provider reports to donors, leadership, and governance boards as required
- Attend leadership, organization and partnership meetings, as well as conferences
- Assess team workloads and ensure teamwork and cooperation between programs
- Communicate regularly with Employment team to ensure compliance with cash assistance programs
- Responsible for hiring and training staff
- Provide transportation as needed
- Travel to Gallatin site regularly

Requirements:

- 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
- Excellent attention to detail; demonstrate experience interacting with diverse individuals and communities
- Proficient in Microsoft Office Suite
- Reliable transportation
- Position requires availability to work regular hours. Occasional evening and weekend work may be required as job duties demand

Salary & Benefits:



NASHVILLE INTERNATIONAL
Center for Empowerment

- **Job Type:** Full time
- **Salary Range:** \$45,000-\$50,000
- **Benefits:** Paid holidays, vacation and PTO, health insurance, dental, vision, and 401(k)

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.

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.