



NASHVILLE INTERNATIONAL  
Center for Empowerment

## **Associate Manager of PC-Gallatin**

*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 Associate Program Manager at the Gallatin Site will report to the Program Manager at the Nashville site. The Associate Program Manager will primarily support the development of sustainable intensive case management services for vulnerable refugee and immigrant populations in Gallatin; and administer projects that foster self-sufficiency and community integration in Gallatin. The Associate Program Manager will help refugees obtain the resources and life skills to become self-sufficient and achieve sustained holistic wellbeing. This is a full time, 40-hour position.*

### **General Responsibilities**

- Gathers an overall understanding of the Gallatin resettlement environment as well as identifies trends, areas of strengths, best practices, and challenges that improves strategies of integration of PC programming in Gallatin
- Provides and coordinates programmatic support that promotes refugee self-sufficiency and community integration with a focus on building affiliate relationships and social engagement practices in Gallatin
- Conducts community outreach to identify PC-Gallatin needs
- Assures that all Preferred Communities-Gallatin(PC) refugee health services program requirements are met on time
- Ensures that all reports (monthly, quarterly, annual) are submitted in a timely manner to the Program Manager
- Coordinates and supports program monitoring and capacity building activities for PC-Gallatin alongside the Program Manager
- Reviews and analyzes program policies and inquiries and progress in compliance with the Office of Refugee Resettlement (ORR) standards to ensure provision of timely and quality services to vulnerable refugee populations
- Assists with review responses to ORR and the Ethiopian Community Development Council's (ECDC) monitoring findings and recommendations to ensure accuracy and compliance with program requirements and deadlines
- Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures
- Contributes to effective use of agency resources by identifying and implementing options for cost containment
- Establishes the agency as a credible service provider by presenting information at community events and workshops
- Works closely with report staff on barrier removal, one-on-one and/or in group settings
- Maintains professional and technical knowledge by attending agency in-service programs, educational workshops, state and national trainings and conferences, reviewing professional publications and establishing personal networks



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- Attends weekly and quarterly staff and team/leadership meetings
- Participates in NICE staff training and development activities
- Reports to the Program Manager for day-to-day operations and works in partnership with the Health Education Manager
- Other duties as assigned

**Requirements:**

- Must hold a Bachelor's Degree.
  - Minimum 2-4 years of management experience
  - Experience in refugee resettlement preferred but not required
  - Demonstrated knowledge of Microsoft Office, CRM databases and data systems
  - Knowledge of current social services, employment/labor, and welfare issues and trends preferred but not required
  - Willing to work unconventional hours (nights and early mornings)
  - Candidates that can speak any of the following: Swahili, Kinyarwanda, Arabic, Dari, Spanish, Burmese, Russian or Ukrainian are preferred but not required
  - Reliable transportation
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- Experience managing multiple tasks simultaneously with high attention to detail in a fast-paced, rapid-growth, and intellectually demanding environment.
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- Ability to remain flexible and responsive to evolving program needs
  - Strategic thinker with ability to execute tasks while ensuring work is targeted and aligned with organizational priorities.
  - Strong analytical skills, with the ability to think in innovative ways and the ability to communicate with a variety of diverse audiences.
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- Demonstrated ability to build and maintain strong professional relationships and effectively engage stakeholders to accomplish common goals.

**Salary & Benefits:**

- **Job Type:** Full-Time
- **Salary Range:** \$40,000-\$42,000
- **Benefits:** Paid holidays, vacation and PTO, health insurance, dental, vision, and 401(k)



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**To Apply:**

Send a cover letter, resume, and two professional references to [careers@empowernashville.org](mailto: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.*