



NASHVILLE INTERNATIONAL
Center for Empowerment

Refugee Career Pathways Coordinator 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 Refugee Career Pathways Coordinator will oversee the Refugee Career program to help refugees secure employment in professional careers in the United States. **The** Refugee Career Pathways Coordinator will report to the Associate Manager of Workforce Services. This is a full time, 40 hours a week position.

General Responsibilities:

- Coordinates Refugee Career Pathways (RCP) program at NICE, including promotion, recruitment, enrollment and implementation.
- Leads career planning class, following approved curriculum and timelines.
- Provides intensive career coaching to clients.
- Researches workforce partnerships, programs and labor market trends to meet the needs of students
- Works closely with Program Staff at NICE and stakeholders to identify client opportunities, provide feedback and best practices for the program.
- Collects and enters data related to RCP program; prepares semi-annual reports.
- Contributes to the documentation of workforce programming including applications, objectives, client career plans, and partnership agreements.
- Fosters existing relationships with Adult Education partners.
- Obtains regular feedback from students regarding program operations, progress towards personal goals, and recommendations for internal advancement and external referrals.

Requirements:

- Ability to adapt instructional strategies to meet the diverse needs of adult learners
- Ability to plan, prioritize, manage and complete tasks on a deadline
- High levels of motivation, self-reliance, and independence
- Familiarity with Microsoft 365
- Reliable transportation
- Must hold a Bachelor's Degree
- Minimum 1 year experience in educational or career coaching setting
- Experience working in secondary education, post secondary education, community outreach preferred
- Candidates that can speak any of the following: Dari and Pashto are 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 401(k)

To Apply:



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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.