



## **MIHOW Program 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.

Primary Responsibilities are to coordinate and supervise the planning, implementation, and evaluation of MIHOW services. Collaborates with health and social service providers, community advocates, funders, and the media to increase awareness of and support for the MIHOW program.

The MIHOW Program Coordinator reports to the Health Education Program Manager. This is available as a 40-hour, full time position.

### **General Responsibilities:**

- Serves as mentor and supervisor to MIHOW outreach workers while overseeing and tracking their work.
- Monitors progress toward program goals and objectives and ensures achievement of program metrics.
- Builds and maintains a referral network with a wide range of government, health care providers, social service and advocacy agencies within the community.
- Develops and implements ongoing quality improvement activities to assure adherence to MIHOW Standards of Practice.
- Coordinates sustainability efforts, including preparation of grant applications and reports, and organization of fundraising events.
- Supervises the collection of data for the MIHOW Evaluation System.
- Prepares reports of program progress and outcomes.
- Develops and maintains personnel file and professional portfolio to help build skills of outreach workers.
- Report to the Program Manager on programs' progress, challenges, and opportunities.
- Ensures achievement of program metrics- include goals specified by grants and other goals as identified by agency management.
- Ensure the integration and interaction across the programs, ensuring that members of the community receive comprehensive and multi-dimensional health supportive services that respond to individual and community needs.
- Build relationships with existing and new partners advancing the objectives of the programs and organization and the interests of our community and the MIHOW outcomes
- Build and maintain relationships with local community members, developing his/her own trust and standing in community, while advancing the reputation and role of the organization.



NASHVILLE INTERNATIONAL  
Center for Empowerment

**Requirements:**

- Strong written and oral communication skills.
- Experience in fundraising/grant writing.
- Some higher education. e.g. maternal and child health, social work, education, etc.
- Experience in community organizing.
- Ability to accept responsibility and share authority.
- Computer literate.
- Connections with other agencies and resources in the community.
- Willing to travel.

**Salary & Benefits:**

- **Job Type:** Full time
- **Salary Range:** \$41,000-\$45,000
- **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](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.*