



- Title of Position:** Resettlement Intern
- Purpose:** The Resettlement Intern works very closely with the Resettlement Director and Case Manager on various projects for the growth and stability of the Resettlement Program.
- Requirements:** Desire to work with the refugee population, knowledge of Microsoft Office Programs (Word, Excel, and Power Point), strong written and oral communication skills, professional demeanor
- Training:** Attend initial orientation meeting with program coordinator.
- Location:** 417 Welshwood Drive, Nashville, TN 37211
- Time Commitment:** Minimum of 15 hours per week; Consistent availability Monday through Friday 8am -4pm; Occasional nights and Saturdays; specific schedule to be negotiated with supervisor

Duties:

- Assist with client transportation to appointments
- Assist clients with accessing social services
- Assist clients with employment services by providing help with applications, creating resumes, coaching on interview procedures
- Assist with new arrival preparation which may include apartment set up, shopping for groceries, picking up new arrivals at the airport
- Conduct orientation sessions with new arrivals
- Communicate with volunteers and community
- Organize client files and data ensuring accuracy of all records and files
- Works on various projects as assigned
- File paperwork as needed
- Other duties as assigned

Supervisor: This position reports to the Resettlement Director.

If interested in the position, please email a resume and application to volunteer@empowernashville.org