



Community Empowerment Youth Program Coordinator

Nashville International Center for Empowerment is a nonprofit 501(c) (3), refugee and immigrant resettlement agency serving middle Tennessee. NICE provides resources for immigrants and refugees to achieve independence and self-sufficiency. Through a variety of programs, NICE aims to create socioeconomic mobility and to establish a foundation that will facilitate the long term goals of refugees and immigrants. At NICE, we empower refugee and immigrants by providing vibrant leadership, building community relationships, offering sustainable service programs, and by creating a respectful resource center. NICE maintains a work environment of equal employment opportunity, and free of discrimination. Our employees strive for professionalism, community, and to support and encourage our clients to the best of their abilities.

The Youth Program Coordinator will work alongside the Community Empowerment team. Our relationship-rich model gives communities experiencing trauma, language, and cultural barriers access to needed social services. In today's world, where we are more interconnected than ever, it is essential to value diversity to build resilient communities. American immigrants and refugees who feel marginalized, persecuted, or alone are less likely to succeed in creating a life with economic stability and independence.

The Youth Program Coordinator will report to the Community Empowerment Manager and will work closely with youth education program staff. This is a full time, 40 hour position.

Major responsibilities:

- Providing oversight, including teaching, to the middle school, high school and summer youth programming
- Recruiting students for program, keeping spots filled
- Training, and supporting volunteers and interns
- Designing curricula for youth program to support enhanced academic achievement and resiliency
- Assessing and collecting quantitative data to show the growth of students enrolled in the programs
- Developing relationships and partnerships with family resource centers, schools, and community resources
- Maintaining a culturally sensitive and supportive environment for refugee and immigrant students
- Managing student behavior to ensure quality instruction
- Compiling accurate files for student and volunteer information
- Writing grant reports and narratives to funders when necessary
- Organizing and conducting outreach to recruit students for programming
- Demonstrating accurate knowledge of TN state standards, testing, and accountability
- Arranging transportation for all applicable programming
- Manage and direct part-time staff member

Requirements:

- Background in education
- Ability to design curricula and structure programming
- Honed organizational and strategic planning skills
- Willingness to collaborate with other members of the Community Empowerment Team
- Ability to work independently and within a team
- Demonstrated leadership and management skills
- Ability to work under pressure and adhere to deadlines
- Ability to maintain confidentiality in all matters
- Ability to shape collaborations and partnerships with others
- Ability to plan, prioritize, and execute tasks on timely matters
- Strong written and oral English proficiency
- Willingness to work non-traditional hours on occasion, such as nights and weekends
- Strong interpersonal and verbal communication skills
- Familiarity with computer software, information databases, internet and email
- Commitment to live and work in Nashville, Tennessee
- Reliable transportation
- Background Check & Fingerprinting Required

A bachelor's degree or higher and a MINIMUM OF 1 YEAR experience working in education is required.

Salary negotiable, paid vacation, PTO, Flex hours, 401K, and medical reimbursement.