



Volunteer Relations Intern

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 Workforce Development Intern will report to the Occupational Specialist and will work closely with education program staff.

Title of Position: *Volunteer Relations Intern*

Internship Period: January - May 2022

Purpose: Volunteers are vital to the inner workings of all NICE's departments including adult and youth education, resettlement, health, and employment. By recruiting, retaining, and properly training volunteers, the volunteer coordinating team impacts immigrants and refugees across Nashville. As a volunteer relations intern, you will gain valuable experience as you train incoming volunteers, streamline current volunteer recruitment and retention strategies, market our volunteer program, and contribute to administrative processes that make our organization effective.

Requirements:

- Excellent verbal & written communication skills
- Willingness to speak in front of groups of volunteer trainees
- Experience or interest in marketing and/or event planning
- Proficiency in Google Suite and Microsoft Suite
- Strong research and writing skills
- Ability to work independently in a fast paced environment

Training: Attend initial orientation meeting with program coordinators. Attend on-going training as required by the coordinators.

Location: 417 Welshwood Drive, Nashville, TN 37211; some remote work may be permitted, dependent on progression of COVID-19 situation. To be discussed with supervisor.

Time Commitment: Minimum of 15 hours per week; specific schedule to be negotiated with supervisor

Duties/Responsibilities:

- Answer volunteer inquiries via phone or email
- Assist with new volunteer enrollment process
- Lead trainings for teachers, youth mentors, etc

- Maintain volunteer names, attendance, and placement in volunteer database
- Administrative duties – filing, ordering, etc.
- Work on special projects as assigned – research, writing, web maintenance

Supervisor: This position reports to the Volunteer & Training Coordinator.

To apply, please fill out the Internship Application, and direct any questions to the Volunteer & Training Coordinator at volunteer@empowernashville.org.